

BOARD OF TRUSTEES OF THE MIDDLESEX COUNTY COLLEGE

Minutes of August 15, 1978 Meeting

A regular meeting of the Board of Trustees of the Middlesex County College was held at 8 p.m., August 15, 1978, in the Board room of the Academic Services Building. Members present were Dr. Carney; Mmes. Czaya, Valenti; Messrs. Klegman, Tanzman and Walsh. Messrs. Dalto, Meszaros and Stolzer were absent. Also present were President Channing, Mr. Hoffman, Mrs. Lake, and members of the staff.

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

- (a) On November 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.

Mr. Walsh moved, seconded by Mrs. Valenti, that the Minutes of the regular meeting of July 18, 1978, be approved as presented. The motion was unanimously carried.

FACILITIES AND EQUIPMENT COMMITTEE

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

Mr. Walsh moved, seconded by Mrs. Czaya, that contracts for Time-Sharing Equipment be awarded to the following companies in the amounts listed, said amounts representing the lowest bid prices which fully met college specifications between two bids received on August 9, 1978:

1. Hewlett Packard, Paramus, N.J., \$22,473.56* for a 36-month lease at \$618.71 per month for two Teleprinters and one Terminal.
2. Westwood Associates, Inc., Bloomfield, N.J., \$3,594.40** for a one-year lease at \$291.20 per month for four Display Terminals, maintenance included.

Total Award \$26,067.96

*Includes \$200.00 transportation charge.

**Includes \$100.00 transportation charge.

After discussion, the motion was unanimously carried.

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

WHEREAS, there exists a need to prepare plans and bidding documents for construction of an additional entrance and exit roadway from the Middlesex County College campus, Edison, New Jersey; and

WHEREAS, authorization for employment of an engineer to develop said plans and documents is approved by the State of New Jersey and the County of Middlesex; and

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

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

1. The Chairman and Secretary of the Board of Trustees are hereby authorized and directed to execute an agreement, pursuant to the guidelines established in the "Facilities Planning Standards and Approval Procedures for New Jersey Public Colleges and Universities" (as amended) with the engineering firm of H. Thomas Carr, Perth Amboy, New Jersey, at 8.2% of the applicable construction cost figure.

2. This contract is awarded without competitive bidding as a "Professional Service" under the provisions of the Local Public Contracts Law in order to prepare plans and bidding documents for construction of an additional entrance and exit roadway from the Middlesex County College campus, Edison, New Jersey.

- 3. A copy of this resolution shall be published in the Home News, New Brunswick, New Jersey, and The News Tribune, Woodbridge, New Jersey, as required by law within ten days of its passage.

After discussion, the motion was unanimously carried.

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

WHEREAS, Turfco Lawns Inc. ("Turfco") and the Board of Trustees of Middlesex County College (the "Board") had entered into a contract dated December 27, 1974 for Turfco to construct new athletic facilities at the College, and

WHEREAS, Turfco has defaulted on its contract with the Board of Trustees of Middlesex County College by filing for bankruptcy and failing to complete the work in accordance with its contract, and has been terminated, and

WHEREAS, the American Insurance Company, a surety, has furnished a performance bond to the Board of Trustees, and

WHEREAS, the American Insurance Company has selected a contractor to complete the work, and

WHEREAS, the Board has retained \$26,000.00 on the contract with Turfco,

NOW, THEREFORE, BE IT RESOLVED, as follows:

The Board authorizes the Facilities Committee of the Board of Trustees of Middlesex County College to approve the entry into a contract by the President of the College with Underground Utilities Inc., the contractor selected by the surety, provided such contract is in an amount less than \$26,000.00 and that completion of the work is guaranteed by the surety subject to the subsequent ratification of the terms of the contract by the Board or authorizes the Facilities Committee to permit the surety to complete the work by contract between the surety and a contractor, subject to approval by the President and the legal counsel to the College.

After discussion, the motion was unanimously carried.

PERSONNEL COMMITTEE

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 Appointments

- (a) Constance M. Carroll as Instructor in the Department of Dental Auxiliaries Education (budget code 2130) for the 1978 Fall semester, only, of the academic year 1978-79, and receive a salary of \$5,857.00.
- (b) Reinaldo S. Gonzalez as Instructor in the Department of Modern Languages (budget code 2240) for a one-year contract for the academic year September 1, 1978 through June 30, 1979, at the salary of \$11,604.00.
- (c) John Hyfantis as Adjunct Instructor for the Fall 1978 semester in the Department of Electrical Engineering (budget code 2430) to teach ELT 203, Electronics II, section 344 (laboratory only) for three contact hours; and ELT 101, Circuits I, section 346 (laboratory only) for three contact hours, for a total of six contact hours, at the rate of \$240.00 per contact hour, for a total salary of \$1,440.00 for the semester.
- (d) Bruce E. Marich as Administrative Assistant in the Office of the Vice President for Academic and Student Affairs (budget code 1100) for the fiscal year July 1, 1978 through June 30, 1979, effective August 1, 1978, at the annual salary of \$15,000, and pro-rated to \$13,750. for the period August 1, 1978 through June 30, 1979.
- (e) Dr. Arthur Nagy as Adjunct Instructor for the Fall 1978 semester in the Department of Dental Auxiliaries Education (budget code 2130) to lecture and lab three contact hours of DEA 107, Dental Laboratory Procedures 1; and clinic six contact hours of DHY 211, Preventive Oral Health Services III, for a total of nine contact hours, at the rate of \$275.00 per contact hour, for a total salary of \$2,475.00 for the semester.
- (f) Barbara M. Smalley as Adjunct Instructor for the Fall 1978 semester in the Department of Nurse Education (budget code 2110) to teach NUR 121, Nursing Theory and Application I, for a total of 26 days at 5 hours per day (130 hours total) for approximately 8.7 contact hours, at the rate of \$225.00 per contact hour, for a total salary of \$1,957.50 for the semester.

- (g) Dr. Stephen H. Traum as Adjunct Instructor for the Fall 1978 semester in the Department of Dental Auxiliaries Education (budget code 2130) to lecture DHY 205, Periodontology, for two contact hours, at the rate of \$255.00 per contact hour, for a total salary of \$510.00 for the semester.
- (h) Barbara Vagrin as Adjunct Instructor for the Fall 1978 semester in the Department of Nurse Education (budget code 2110) to teach NUR 121, Nursing Theory and Application I, for a total of 26 days at 5 hours per day (130 hours total) for approximately 8.7 contact hours, at the rate of \$230.00 per contact hour, for a total salary of \$2,001.00 for the semester.
- (i) Marjorie Zall as Adjunct Instructor for the Fall 1978 semester in the Department of Dental Auxiliaries Education (budget code 2130) to clinic DHY 211, Preventive Oral Health Services III, for four contact hours, at the rate of \$240.00 per contact hour, for a total salary of \$960.00 for the semester.
- (j) Arline J. Lederman, Instructor, as Assistant Chairperson in the Department of Visual and Performing Arts (budget code 2220) for the academic year 1978-79 at a stipend of \$500.00.
- (k) Diana M. Leis as Cooperative Education Specialist in the Department of Cooperative Education, according to the terms of the Cooperative Education Grant Title VIII, for the academic year September 1, 1978 through June 30, 1979, at the salary of \$13,181.00, plus the midyear negotiated salary increase.
- (l) Carolyn Breen, Assistant Instructor in the Department of Dental Auxiliaries (budget code 2130) as Coordinator of the Dental Assisting Program for the Fall 1978 semester at a stipend of \$175.00.
- (m) Claire Pean, Assistant Professor in the Department of Dental Auxiliaries (budget code 2130) as Coordinator of the Dental Hygiene Program for the Fall 1978 semester at a stipend of \$175.00.
- (n) Frank Rubino, Associate Professor, as Chairman of the Mechanical/Civil-Construction Engineering Technology Department, commencing September 1, 1978, with a stipend of \$1,000.

Academic Educational Unpaid Leave of Absence

- (a) Raymond S. Fowler, Assistant Professor in the Department of Visual and Performing Arts (budget code 2220) be granted an extension of one year only for the 1978-79 academic year, and not to be renewed thereafter, to continue his graduate studies in music.

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- (b) Linda Crowover, Programmer-Analyst in the Computer Center (budget code 1720) be granted an academic leave of absence without pay for the period October 1, 1978 to June 24, 1979 to continue graduate work towards an M.S. degree in Computer Science.

Academic Resignations

- (a) Ahmed Simeon, Assistant Professor in the Department of Modern Languages, effective June 30, 1978.
- (b) Mary Ann Greene, Instructor in the Department of Nurse Education, effective July 12, 1978.

Non-academic Appointments

- (a) Joanne Cicala as Administrative Aide III in the Admissions Department (budget code 1110) at the salary rate of \$6,448.00, effective August 7, 1978, for the year July 1, 1978 to June 30, 1979, and pro-rated to \$5,815.45 for the period.
- (b) Arcelio Figueroa as Custodian II in the Department of Buildings and Grounds (College Center) (budget code 1810) at the salary rate of \$9,772.00 (\$4.68/hr.) effective July 31, 1978, for the year July 1, 1978 to June 30, 1979, and pro-rated to \$8,994.96 for the period.
- (c) Edward Gilroy as Computer Operator in the Computer Center (budget code 1720) at the salary rate of \$10,400 plus \$364.00 differential, effective July 24, 1978, for the year July 1, 1978 to June 30, 1979, and pro-rated to \$10,115.22 for the period.

Non-academic changes of status

- (a) Rose B. D'Orazio, Secretary II in the Department of Office Services (budget code 1800) from 25 hours per week to 30 hours per week, at the adjusted salary from \$4,466.00 to \$5,359.00, effective September 5, 1978, for the period September 5, 1978 to June 30, 1979.
- (b) Elinore G. Murphy from Secretary II in the Testing Center (budget code 6500) to Administrative Aide I in the same Department, at the adjusted salary from \$7,132.00 to \$8,010.00, effective July 27, 1978, and pro-rated to \$7,434.90 from July 27, 1978 to June 30, 1979.

Non-academic Temporary Personnel

- (a) Marie A. Daiello at the rate of \$3.30 per hour.
- (b) Joel A. Spector at the rate of \$3.30 per hour.
- (c) Claire Miller at the rate of \$3.30 per hour.
- (d) Jerrilyn B. Faczak at the rate of \$3.30 per hour.

- (e) Anna Ihasz at the rate of \$3.30 per hour.
- (f) Linda B. Lindemann at the rate of \$3.30 per hour.
- (g) Tracey Anne Siana at the rate of \$3.30 per hour.
- (h) Carmen J. Montes as EOF tutor from July 24, 1978 to August 18, 1978 at the rate of \$100.00 per week. (4 weeks)

Non-academic Resignations

- (a) Patrick Antonello, HVAC Control Technician in the Maintenance Department, effective July 3, 1978.
- (b) Edward Dotch, Senior Computer Operator in the Computer Center, effective July 24, 1978.
- (c) James R. Yoneshige, Police Dispatcher in the Department of Police and Safety, effective August 31, 1978.
- (d) Carol Frier, Key punch Operator in the Computer Center, effective July 5, 1978.

After discussion, the motion was unanimously carried.

Mrs. Czaya moved, seconded by Dr. Carney, that Arthur Mildner be appointed to the position of Assistant to the President for Personnel and Labor Relations for the period August 16, 1978 to June 30, 1979, at the annual salary of \$30,000, pro-rated to \$26,250 for the period. 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 Appointments

- (a) Marjorie Abramson as Adjunct Instructor for the Fall 1978 semester, in the Department of Visual Arts (budget code 2260) to teach three sections of ART 201-202 for a total of nine contact hours, at the rate of \$225.00 per contact hour, for a total salary of \$2,025.00 for the semester.
- (b) Winifred M. Collins as Assistant Professor in the Department of Hotel, Restaurant and Institution Management for the academic year September 1, 1978 through June 30, 1979, at the salary of \$15,000.00.
- (c) Andra M. Hanlon as Assistant Instructor in the Department of Nurse Education (budget code 2110) for the 1978 Fall semester, only, of the academic year 1978-79, at the salary of \$5,857.00, plus the 3% mean negotiated as of January 1, 1979 for one month.

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- (d) Cheryl B. Scialpi as Scheduling Officer in the Registrar's Office of the Division of Student Personnel Services (budget code 1120) for the fiscal year July 1, 1978 through June 30, 1979, effective September 1, 1978 at the salary of \$12,545.00, pro-rated to \$10,454.00 from September 1, 1978 through June 30, 1979.
- (e) Marian G. Shafman as Adjunct Instructor for the Fall 1978 semester in the Department of Dental Auxiliaries Education (budget code 2130) to clinic DHY 211, Preventive Oral Health Services III, for three contact hours, at the rate of \$250.00 per contact hour, for a total salary of \$750.00 for the semester.
- (f) Parimal Trivedi as Data Analyst in the office of Institutional Research at the annual salary of \$14,000 for the year July 1, 1978 to June 30, 1979, effective August 16, 1978, and pro-rated to \$12,250 for the period August 16, 1978 to June 30, 1979.
- (g) Norberto Guzman as Adjunct Instructor for the Fall 1978 semester, in the Departments of Biology and Mathematics (budget codes 2510 and 2530) to teach BIO 010, Basic Biology for six contact hours; and MAT 017, Developmental Mathematics I for four contact hours, for a total of ten contact hours, at the rate of \$225.00 per contact hour for a total salary of \$2,250.00 for the semester.

Non-academic Appointments

- (a) Bonnie Lee Allen as Administrative Aide III in the Division of Continuing Education (budget code 5000) at the salary rate of \$4,862.00 for 25 hours per week, effective August 7, 1978, for the year July 1, 1978 to June 30, 1979, and pro-rated to \$4,437.52 for the period.
- (b) Frank T. Demarzo as Probationary Police Officer in the Department of Police and Safety (budget code 7500) at the annual salary of \$10,500, effective September 1, 1978, for the year July 1, 1978 to June 30, 1979, and pro-rated to \$8,750.00 for the period September 1, 1978 to June 30, 1979.
- (c) Frank T. Demarzo be commissioned as Police Officer for Middlesex County College in accordance with Chapter 211 of the New Jersey Laws of 1970, said commission to be effective from September 1, 1978 and shall expire at such time as his employment by the college shall cease.
- (d) Sheree Wells as Van Driver, CETA Academic Support Program in the Division of Community Services (33-0900) for the period July 24, 1978 through September 29, 1978, at the total salary of \$1,000, pursuant to funding from a grant by the Middlesex County Comprehensive Employment and Training Administration.

Non-academic Changes of Status

- (a) Lois Bertha from Secretary II in the Job Placement Office (budget code 1160) to Administrative Aide II in the Independent Study Department (budget code 6400) at the adjusted salary from \$7,131.00 to \$7,488.00, effective August 21, 1978, and pro-rated to \$6,470.16 for the period August 21, 1978 to June 30, 1979.
- (b) Nancy Smith, Administrative Aide III in the Division of Continuing Education (budget code 5000) to the Police Department (budget code 7500) at increased hours from 25 to 35 hours per week, and an adjusted salary from \$5,277.00 to \$6,448.00, effective August 7, 1978, pro-rated to \$5,815.45 for the period August 7, 1978 to June 30, 1979.
- (c) Teresa Wilson from Administrative Aide I in the Registrar's Office (budget code 1120) to Administrative Aide II in the Division of Continuing Education (budget code 5000) at the adjusted salary from \$8,050.00 to \$8,031.00, effective August 21, 1978, and pro-rated to \$6,939.44 for the period August 21, 1978 to June 30, 1979.
- (d) Beverly Wolke, Administrative Aide I in the Public Information Department (budget code 0220) at increased hours from 25 to 35 hours per week, and an adjusted salary from \$6,152.00 to \$6,865.00, effective September 1, 1978, and pro-rated to \$5,720.84 for the period September 1, 1978 to June 30, 1979.

Non-academic Temporary Personnel

- (a) Julie Cali at the rate of \$3.30 per hour.

After discussion, the motion was unanimously carried.

Mrs. Czaya moved, seconded by Mrs. Valenti, that Anna Hilda Pagan's employment be extended for one year, effective August 1, 1978 and ending July 30, 1979, pursuant to the extension of PUEDES II funding, and that Ms. Pagan be granted a 7% increase in her 1977/78 salary (6,665.00) in an amount of \$466.00, for a total salary of \$7,131.00 for the period August 1, 1978 to July 30, 1979. After discussion, the motion was unanimously carried.

Mrs. Czaya moved, seconded by Mrs. Valenti, that the salary listing for Ian Newman authorized by the Board on June 21, 1978 for the period July 1, 1978 to December 31, 1978, as part of Local 1940 AFT Agreement be changed to reflect the \$500.00 addition to his base salary. The salary listing for Ian Newman should now read: 1977-78 base, \$15,326.44; 1978-79 base, \$16,399.00. After discussion, a motion was made by Mr. Walsh, seconded by Mrs. Czaya to table the matter until the next meeting of the Board. After discussion, the motion to table was unanimously carried.

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Mrs. Czaya moved, seconded by Mrs. Valenti, that the following individuals be employed as peer advisors for the Women's Career Information Center from September 1, 1978 to June 30, 1979, at the rate of \$5.00 per hour:

Lucille Adler	Evelyn Olsen
Arlene Bondy	Thelma Portnoff
Joyce Hoskins	Lila Schwartz
Anita Hilf	Arlene Spector

After discussion, the motion was unanimously carried.

Mrs. Czaya moved, seconded by Dr. Carney, that the following individuals be granted a 7% increase in their base salaries for the period July 1, 1978 to June 30, 1979:

<u>Name</u>	<u>Program</u>	<u>1977/78 Salary</u>	<u>7% Increase</u>	<u>1978/79 Salary</u>
Patricia Martin	SPAN	\$7,575	\$530	\$8,105
Mary Flannery	WITT	\$6,665	\$466	\$7,131

(Explanatory Note: These individuals are paid by funds received under the SPAN and WITT Programs in the Community Services Division.)

After discussion, the motion was unanimously carried.

Mrs. Czaya moved, seconded by Mrs. Valenti, that the attached list of salaries for August 1978 in the Department of Community Services, starting with the name Accetolla, Patricia, and ending with the name Rotkowitz, Ruth, for a total amount of \$20,710.70, be approved. After discussion, the motion was unanimously carried.

Mrs. Czaya moved, seconded by Dr. Carney, that an increase of 10¢ per hour be approved for part-time temporary personnel, for a total hourly amount of \$3.40, effective August 21, 1978. After discussion, the motion was unanimously carried.

Mrs. Czaya moved, seconded by Mr. Walsh, that the following revised administrative staff schedule of minimum, midpoint, and maximum salaries be approved for the year 1978/79:

<u>Grade</u>	<u>Minimum 1978/79*</u>	<u>Midpoint 1978/79*</u>	<u>Maximum 1978/79</u>
19	\$33,097	\$39,715	\$46,330
18	28,786	34,539	40,293
17	25,035	30,037	35,039
16	21,772	26,125	30,478
15	18,937	22,725	26,513
14	16,472	19,765	23,058
13	14,328	17,192	20,056
12	12,458	14,947	17,436
11	10,839	13,006	15,173

*1978/79 amounts reflect an increase of 6% above 1977/78.

After discussion, the motion was unanimously carried.

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

WHEREAS, a revised administrative salary schedule for the 1978/79 year has been approved by the Board of Trustees and the Personnel Committee of the Board; and

WHEREAS, the President has recommended to the Personnel Committee the reappointment of the attached* list of persons, at the specified salaries, said persons being members of the full-time, non-bargaining unit for the year July 1, 1978 to June 30, 1979; and

WHEREAS, the budget approved for said fiscal year, inclusive of the salaried positions recommended, includes funds to cover all such salaries;

NOW, THEREFORE, BE IT RESOLVED That the reappointment of persons named on said list for the 1978/79 fiscal year be approved at salaries specified thereon.

*Exhibit A.

After discussion, the motion was unanimously carried.

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Mrs. Czaya moved, seconded by Mr. Walsh, that the following titles for positions in the Presidential Support Staff area be changed for Confidential positions as follows:

<u>From</u>	<u>To</u>
Research Assistant	Confidential Research Assistant
Confidential Secretary I	Confidential Correspondence Secretary
Confidential Secretary II	Confidential Administrative Secretary
Confidential Secretary III	Eliminate

After discussion, the motion was unanimously carried.

Mrs. Czaya moved, seconded by Mr. Walsh, that the following revised Confidential salary schedule be approved:

	<u>Minimum</u>	<u>1978-79</u>	<u>Maximum</u>
Confidential Administrative Secretary	\$9,040		\$12,347
Confidential Correspondence Secretary	9,040		12,347
Confidential Research Assistant and Personnel Technician	9,040		12,347
Confidential Receptionist Secretary	7,937		11,007

After discussion, the motion was unanimously carried.

Mrs. Czaya moved, seconded by Mr. Walsh, that the following Confidential Changes of Status be approved:

- (a) Promote Lucille Neumann from former title Confidential Secretary II to Confidential Administrative Secretary.
- (b) Change title of Elizabeth Birdsall and Violet Gyurics from Confidential Secretary I to Confidential Correspondence Secretary.
- (c) Change title of Loretta Logan from Confidential Secretary II to Confidential Receptionist Secretary.

After discussion, the motion was unanimously carried.

Mrs. Czaya moved, seconded by Mr. Walsh, that the following salaries for Confidential Staff for 1978/79 be approved:

<u>Name</u>	<u>1977-78</u>	<u>1978-79</u>
Rosemary Lucanegro	\$ 9,864	\$10,653
Loretta Logan	7,632	8,243
Elizabeth Birdsall	9,955	10,751
Violet Gyurics	11,981	12,931*
Iris Daniels	9,823	10,609
Mary Reilly	10,367	11,196
Lucille Neumann	8,460	9,763**

*Economic adjustment to reaching maximum.
 **Reflects promotion to next level plus 8 percent.

After discussion, the motion was unanimously carried.

EDUCATION COMMITTEE

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

WHEREAS, the Board of Trustees of Middlesex County College (hereinafter referred to as Board) and the County of Middlesex (hereinafter referred to as the Prime Sponsor) intend to enter into a contract for the operation of a Comprehensive Manpower program pursuant to the agreement between the Prime Sponsor and the United States Department of Labor, Manpower Administration, and pursuant to the provisions of the Comprehensive Employment Training Act of 1973 for the operation of five (5) Title I programs from the period commencing October 2, 1978 through October 31, 1979; and

WHEREAS, a proposal has been submitted by the College administration to the Prime Sponsor in the amount of \$333,408 representing the following components: Secretarial \$56,610; Accounts Clerk, \$59,504; Machine Operator, \$62,862; Distribution Clerk, \$60,224; and Academic Support, \$94,408; and

WHEREAS, R.S. 18A:64-12J grants the Board the power to enter into contracts which it deems necessary and advisable with the State or any of its political subdivisions; and

WHEREAS, the Board has determined that the operation of Title I programs under the provisions of the Comprehensive Employment Training Act of 1973 at the college is consistent with the philosophy and purpose of the college;

NOW, THEREFORE, BE IT RESOLVED as follows:

1. The Board approves the proposal for the operation of five (5) Title I programs including Secretarial, Accounts Clerk, Machine Operator, Distribution Clerk, and Academic Support pursuant to the provisions of the Comprehensive Employment Training Act of 1973, as submitted by the administration of Middlesex County College to the County of Middlesex for the period October 2, 1978 through October 31, 1979.
2. The President and/or her designee and the Assistant Secretary be authorized to execute the contract subject to the approval of legal counsel.

After discussion, the motion was unanimously carried.

FINANCE COMMITTEE

Mr. Walsh moved, seconded by Mr. Tanzman, that the following fee schedule for the Child Care Center be approved for the 36-week period (180 days) beginning September 1, 1978 and ending May 11, 1979:

Kindergarten Fee - \$245.60 per child (payable in 8 equal monthly installments of \$30.70.)

*Child Care Service Fee - \$50.00 per week

*The Child Care Service Fee is billed to the parents who do not qualify under the provisions of the Title XX contract. The level of charge must be at the same rate of federal aid per child per week.

After discussion, the motion was unanimously carried.

Mr. Walsh reviewed the standard financial reports--Cash Summary for the Month of July 1978, and Statement of Current Operating Income for the One Month Period Ended July 31, 1978.

REPORT OF THE PRESIDENT

Dr. Channing highlighted the Report of the President - June 28, 1978 to August 15, 1978. (Copy attached to the Minutes.)

REPORT OF COUNSEL

No report.

The next meeting of the Board of Trustees will be held on September 19, 1978, at 8 p. m. in the Board room, Academic Services Building. There being no further business, the meeting was adjourned at 8:40 p. m.

MARY D. CZAYA
Secretary

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MIDDLESEX COUNTY COLLEGE
Edison, New Jersey 08817

DIVISION OF COMMUNITY SERVICES
PAYROLL - AUGUST 1978

<u>TITLE</u>	<u>Name</u>	<u>SALARY</u>
<u>Mini Courses</u>		
Basic Sailing	Accetolla, Patricia	475.00
International Folk Festival	Allen, Bonnie	10.50
Internship for Choreograph- ers and Directors	Albrecht, Ernest	1,005.00
Charcoal and Pastel Model	Burdick, Sarah	14.00
Summer Theater Musician	Christian, Margaret	200.00
Title XX Coordinator	Di Dia, Donald	1,166.66
WITT Coordinator	Dimun, Bonnie	1,109.99
International Folk Festival	Dunn, Daniel	38.50
International Folk Festival	Elles, Alex	10.50
Kitchen Survival for Kids	Feinberg, Marsha	288.00
Baseball Camp I	Flannery, James	125.00
Summer Theater-Musician	Fletcher, Louis	200.00
Soccer Camp I	Gierlich, Theodore	60.00
VIA Coordinator	Gordon, Janet	1,000.00
Field Hockey	Gray, Donna	670.00
Summer Theater Musician	Green, Robert	200.00
Basketball Camp Speaker	Hill, Brian	25.00
Soccer Camp I	Inversio, Charles	100.00
Baseball Camp Director	Kahora, James	670.00
Soccer Camp I & II	Kosa, Louis	120.00
Cheerleading Camp	LaPlace, Clare	75.00
Baseball Camp II	Lelli, Robert	225.00
Cheerleading Camp, Dir.	Mallory, Maribeth	350.00
Developmental Child Growth	Mass, Roslyn	335.00
Cheerleading Camp	Patrick, Kathleen	40.00
Field Hockey Camp	Petricek, Gail	150.00



<u>TITLE</u>	<u>Name</u>	<u>SALAR</u>
<u>Mini Courses</u>		
Baseball Camp II	Policastro, Joseph	225.00
Soccer Camp II	Rabedeau, Jerry	80.00
Field Hockey Camp	Roedel, Linda	150.00
Summer Theater Assistant	Savoy, Kenneth	440.00
Jazz I	Sheehy, Barbara	66.00
Mini Hathayoga	Sansone, Irene	140.00
Industrial Liaison	Schmenkel, John	1,250.00
Football Camp (Speaker)	Speranza, William	75.00
Baseball & Basketball Camp	Strimple, James	325.00
T'ai Chi Ch'uan	Thompson-May, Susanna	140.00
Basketball Camp Speaker	Rainey, Ronald	75.00
<u>CULTURAL</u>		
Musician - Fair Lady	Both, Walter	240.00
<u>SPAN</u>		
Translation Services	Pagan, Ana Hilda	30.00
<u>WITT</u>		
Third Party Evaluator	Lurie, Joan	150.00
In Service Workshop	Merriam, Sharon	25.00
Career Planning & Development	Morris, Glen	210.00
<u>PUEDES I</u>		
Lesson Proofreading	Calvo, Zoraida	230.00
	Frez, Hernan	575.00
	Marchant, Oscar	230.00
	McCartan, William	115.00
<u>TITLE</u>		
<u>PUEDES II</u>		
Teacher Training	McCartan, William	75.00



AUGUST PAYROLL

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PROJECT SITT

	<u>Name</u>	<u>SALARY</u>
Lab Coordinator	Alexander, Booker T.	104.25
Lab Coordinator	Bruzdowski, Thomas	458.70
Instructor	Dineen, John	480.00
Instructor	Edelson, Jay	300.00
Coordinator	Fontanez, Pedro	312.00
Lab Coordinator	Gerow, Tracy	34.75
Lab Coordinator & Instructor	Hochbaum, Jeffrey	304.75
Instructor	Nolan, Raymond	420.00
Instructor	Pautz, John	720.00
Instructor	Rapka, John	300.00
Instructor	Rubino, Frank	300.00
Instructor	Waintraub, Jack	800.00
Instructor	Sherman, Alan	500.00
Instructor	Macchia, Dominic	500.00

CETA-SECRETARIAL

Coordinator	Peeples, Odessa	947.10
Instructor	Ramo, Diana	480.00
Instructor	Rotkowitz, Ruth	240.00



AUGUST PAYROLL

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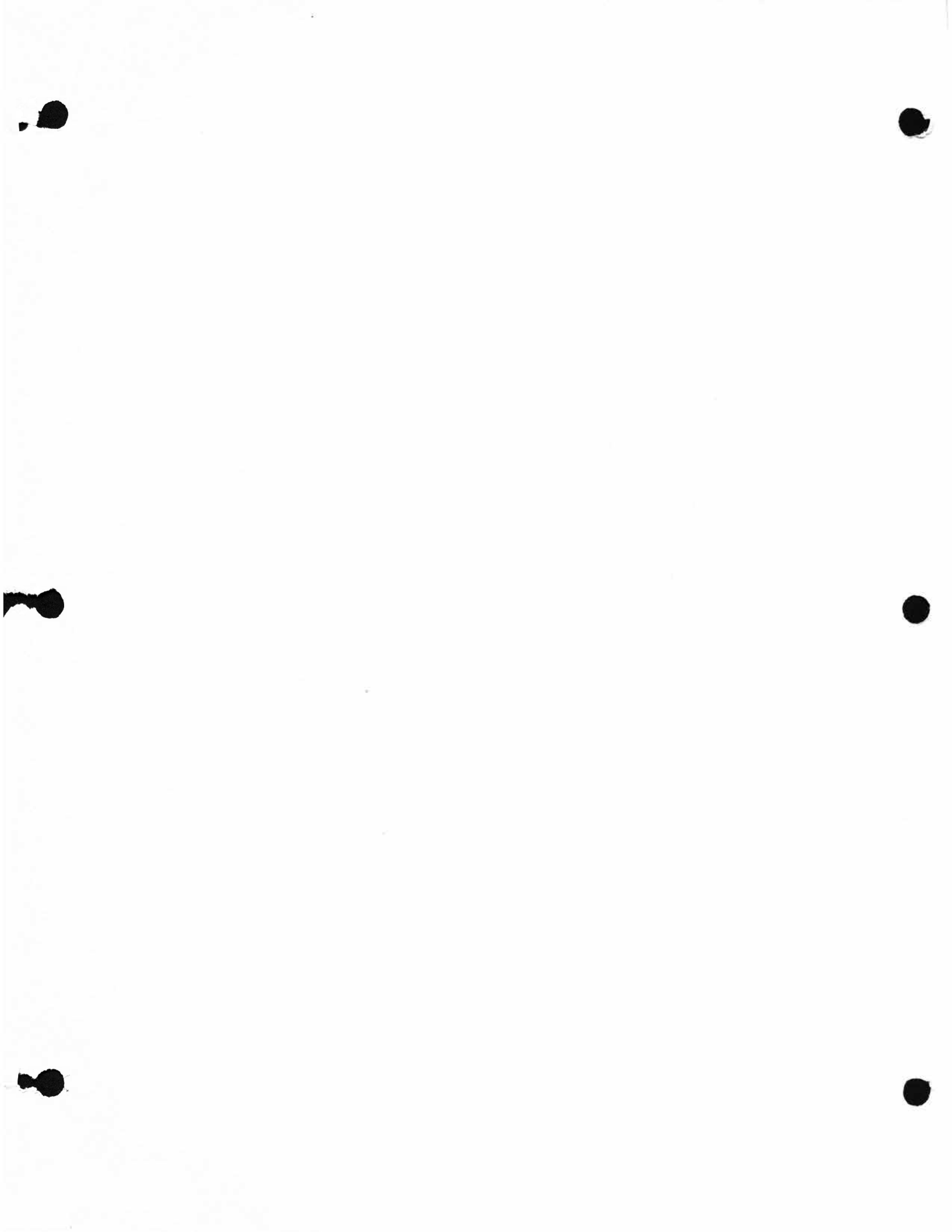
Explanatory notes and budget sources:

Community Services	\$11,869.15
SPAN (Special Parent Aide Network)	30.00
WITT (Women in the Technologies)	385.00
Puedes I - Title I Higher Education	1,150.00
Puedes II Title I Higher Education	75.00
CETA (Comprehensive Employment and Training Administration) Secretarial	1,667.10
SITT (Summer in the Technologies) (CETA - SPEDY)	<u>5,534.45</u>
TOTAL	20,710.70



ADMINISTRATIVE SALARIES

<u>NAME</u>	<u>TITLE</u>	<u>1977-78 BASE</u>	<u>1978-79 BASE</u>	<u>ECONOMIC ADJUSTMENT</u>
ARDITO, Marianne	Admin. Asst., Dean of Health Tech.	\$13,781	\$15,481	\$
ASHLEY, Edwin M.	Dir. of Learning Resources Div.	29,490	32,439	
BAKUM, John	Asst. to V.P. for Acad. & Student Affairs for Staff Development & Special Projects	26,977	30,122	
BAUER, Diane	Dir. of Independent Study, Div. of Cont.Ed.	16,500	18,526	
BITTENS, Sondra	Director, Day Care Center	13,500	15,099	
BROOKS, Lois	Supervisor of Office Services	14,081	15,733	
BUSCEMI, Santi	Chairperson, English Department	21,540	23,694	
BUSKIN, David	Programmer Analyst	17,009	19,082	
CABRERA, Arthur	Supervisor, Mechanical Maintenance	19,438	21,736	
CAPOOR, Madan	Director, Institutional Research	24,294	26,723	
CARVER, Barbara	Assoc. Dir., Community Services	14,723	16,510	
DAVIS, Marlin	Supervisor, Media Prod. & Trans.	13,790	15,491	
DINEEN, John J.	Chairperson, Computer Science Dept.	28,101	30,801	323
DINGLE, Miriam	Supervisor, Correspondence Center	13,868	15,501	328
DRAKE, Edwin B.	Chairperson, Visual & Performing Arts and Director of Theater	22,881	12,310 ^B	
DRESCHER, Barbara	Chairperson, Chemistry Department	22,585	24,844	



<u>NAME</u>	<u>TITLE</u>	<u>1977-78 BASE</u>	<u>1978-79 BASE</u>	<u>ECONOMIC ADJUSTMENT</u>
EDGE, Sylvia	Dean, Health Technologies	\$20,818 +1,000	\$28,786 ^C	\$
FISHCO, Robert M.	Chairperson, Bus.Admin.Mgmt.Dept.	21,540	23,694	
FRARY, John	Admin.Asst., Div.of Humanities and Social Sciences	19,276	21,484	1,428
GOFFE, D. Michelle	Registrar	25,113	28,086	
GOOD, Dorothy	Chairperson, Med.Lab.Tech.Dept.	23,313 +1,000	27,212	
GREENE, Barbara	Assoc.Dir., Div. of Cont.Ed.	17,681	19,741	
HAGENHOFER, Robert	Manager, Graphic Arts Services	18,233	20,420	
HANDLER, Thomas	Chairperson, Elec.Engr.Tech.Dept.	27,716	30,416	
HANSEN, Herbert	Chairperson, Accounting	11,539	12,693 +1,000	
HEPBURN, Eric	Dean, Div.of Humanities and Social Sciences	27,670 +2,200	32,857	
HERRLING, John	Director, Job Placement & Career Development	21,491	24,054	
HERTRICH, Fred R.	Director of Contract Management	21,364	23,840	782
HILF, Paul	V.P. for Finance & Controller	36,010	39,310	
KALUGIN, Lloyd	Chairperson, Cooperative Ed.Dept.	23,368	25,707	
KANE, Eleanor	Supervisor, Presidential Support Services	10,500	11,821	
KASHA, Daniel	Director, Purchasing & Inventory	23,168	25,886	



<u>NAME</u>	<u>TITLE</u>	<u>1977-78 BASE</u>	<u>1978-79 BASE</u>	<u>ECONOMIC ADJUSTMENT</u>
KAVANAGH, Karen	Coordinator of Affirmative Action	\$17,000	\$19,073	\$
KELEMEN, Warren	Dean Div. of Cont.Ed.	23,870 +2,200	28,677	
KISTULENTZ, Andrew	Director of Open College & Director of Reading Center	22,007	24,208	
KLEBAN, Theodore	Asst.to Pres.for Plant Operations and Facility Planning	33,105	23,003 ^E	
KORN, Charles	Chairperson, Physics Dept.	28,436	31,136	658
KULESA, John W.	Receiving Supervisor	14,741	16,455	1,282
LAKE, Alice	Admin.Asst. to the President; Asst.Sec. to Board of Trustees	16,858 +2,000	18,730 ^A +2,000	1,294
LALLI, Joseph A.	College Engineer	19,394	21,569 ^A	1,513
LANGENOHL, Nina	Employee Data Control Manager	13,382	14,970	
LEVINE, Yetta K.	Chairperson, Educa.Tech.Dept.	21,540	23,694	
LIBERSON, Eunice	Chairperson, Biology Dept.	26,046 +1,000	28,651 +1,000	
LINDEMANN, William	Director of Student Development Services	15,002	25,210 ^D	
LIPOVSKY, George	Accountant	16,843	18,715 ^A	1,279
LORENZ, Theodore	Chairperson, Marketing Art and Design	27,941	30,641	163
LOUTH, Clarence S.	Director of Buildings & Grounds	22,259	24,771 ^A	1,713



<u>NAME</u>	<u>TITLE</u>	<u>1977-78 BASE</u>	<u>1978-79 BASE</u>	<u>ECONOMIC ADJUSTMENT</u>
MARGOLIN, Edith	Chairperson, Modern Languages	\$18,204 +1,000	\$20,024 +1,000	\$
MARTIN, A. Robert	Programmer/Analyst	20,264	22,638	
MASS, Roslyn	Chairperson, Social Science	16,621 +1,000	18,283 +1,000	
MESKERS, Harold	Director of Accounting	24,765	27,631	1,118
McGLINCY, Terry	Director of Student Activities and College Center	21,777	24,366	
NAGY, Karoly	Chairperson, Soc. & Rehab. Serv. Dept.	25,995	28,595	
PAYNE, Harry	Director, E.O.F.	22,268	24,780 ^A	1,722
PEARLMAN, Martin H.	Project Director of Mental Health Worker Program	23,116	25,428	
PEPPER, Michael	Chairperson, Hotel, Restaurant Institution Mgmt. Dept.	22,985	25,284	
PEREZ, Martin	Community Outreach Coordinator	13,313	14,894	
PETENKO, Gloria	Buyer	11,250	12,641	
REGAN, Thomas	Dean, Business Tech. Division	28,973 +2,200	34,290	
REILLY, Mary E.	Chairperson, Secretarial Science Department	26,373	29,010	
REYNOLDS, Wayne	Director of Computer Center	27,825	31,049	
RICCARDI, Louis D.	Assoc. Dir., Div. of Cont. Ed.	17,006	19,004	



<u>NAME</u>	<u>TITLE</u>	<u>1977-78 BASE</u>	<u>1978-79 BASE</u>	<u>ECONOMIC ADJUSTMENT</u>
RICE, Lawrence A.	Police Captain	\$16,518	\$18,471	\$
ROCCOSANTO, Joseph	Director of Police & Safety	17,159	19,246	
RUBINO, Frank	Chairperson, Mechanical and Civil/ Construction Engineering Department	19,488	21,437 +1,000	
SACCHI, John	Asst. Dir. of Athletics	21,604	24,177	
SALVEST, Victoria	Assoc.Dir., Community Services	15,790	17,676	
SANDERS, Frederick	Manager of Computer Operations	15,838	17,803	
SELDIN, Cathy	Evening Supervisor, College Center	12,773	14,305	
SHERRY, Francis	Internal Auditor	19,370	20,764	708
SHINDELMAN, Jerome	Asst. V.P. for Academic & Student Affairs	32,300 +2,200	37,800	
SNOPEK, Albert	Chairperson, Radiologic Tech.Dept.	20,848 +1,000	24,519	
SPANNO, Francis A.	Dean, Science Division	31,681 +2,200	37,181	
TYRRELL, David H.	Dean, Engineering Tech. Div.	28,679 +2,200	33,967	
URBANSKI, Robert R.	Chairperson, Mathematics Dept.	23,978	26,376	
VANCE, Garry	Director of Admissions	21,439	23,997	
VOORHEES, Anita E.	Director of Special Projects & Community Services	25,280	28,268	
WAIDELICH, Elaine	College Nurse	15,663	17,462	26



<u>NAME</u>	<u>TITLE</u>	<u>1977-78 BASE</u>	<u>1978-79 BASE</u>	<u>ECONOMIC ADJUSTMENT</u>
WALSH, Edward	Director, Public Information	\$22,349	\$24,991	\$
WEAVER, Thomas	Programmer/Analyst	17,942	20,102	
WIDIS, Elinore	Admin.Asst. to V.P. for Finance and Controller	14,643	16,347	1,174
ZACUNE, Harmon	Chairperson, Dental Auxiliaries Education Dept.	28,178 +1,000	32,434	
ZIFCHAK, Robert	Chairperson, Health/Phys.Ed.; Director of Athletics	27,325	30,503	

A = 1978-79 Increase Based on 1977-78 Grade Maximum

B = 1977-78 Base \$22,381, Premium \$500: 1978-79 Rate \$24,619 Adjusted to \$12,310
for Sabbatical

C = Includes Adjustment to Grade 18 Promotion to Dean

D = 1978-79 Base \$27,502; Sabbatical July, August, 1978 \$2,292; Annualized 1978-79
Actual \$25,210

E = 1978-79 Base \$36,805; Actual Base on Retirement February 15, 1979 = \$23,003



MIDDLESEX COUNTY COLLEGE

MEMORANDUM

DATE: August 15, 1978

TO: Middlesex County College Board of Trustees

FROM: Rose M. Channing, President *Rose M. Channing*

SUBJECT: Report of President
June 28, 1978 - August 15, 1978

From June 29 through July 22, 1978, I had the exciting experience of spending vacation time traveling to Moscow, several cities in Siberia and Mongolia. I learned about the people, the economic development, educational system, political ideology and culture. I hope to share these experiences with my colleagues.

On June 25, I attended a reception to welcome the new President of the New Jersey Bell Telephone Company, held at the Suburban Golf Club in Union. The New Jersey Bell Telephone Company has recently initiated a journal containing articles by prominent individuals on current topics of interest. The first issue was of good quality.

On July 27, a meeting was held with Pat Vaccaro to review position of college relative to DCE grievance.

A three-day seminar was held at Middlesex County College on Violence in the Family, beginning on July 31, sponsored by the New Jersey Department of Law and Public Safety. I participated in the opening session held at the Performing Arts Center. Later in the day, I attended a meeting held with the Campus Advisory Committee for the project on International Education headed by Virgil Blanco.

On August 2, I attended a video tape presentation on the WITT program held in the CLC.

On August 7, a conference was held with Elizabeth Adams, Educational Coordinator for New Jersey Public Television. Ideas were exchanged for possibilities in educational TV courses.

On August 8, a meeting was held with Mr. Andrew Grimes, President of Middlesex General Hospital. Current activities in education taking place between our institutions was discussed, as well as possibilities for the future. Changes in both the hospital and college were exchanged with potential implications for future relationships. It was a very positive meeting.



A luncheon meeting was held with Freeholder Dorothy Power on August 9 for a briefing on developments in the work of the Commission to Study the Mission, Financing and Governance of Community Colleges. Material useful in presenting testimony in relation to the issue of governance was provided. The schedule of hearings was given to Freeholder Power.

Executive Committee meetings were held weekly, however, vacations reduced the number of people available to attend.

Recruitment for the position of Assistant to the President for Personnel and Labor Relations was concluded with another personal interview with Arthur Mildner on August 3. A recommendation is ready for the August 15 Board Meeting.

A Screening Advisory Committee has been appointed to review 191 applications for the position of Vice President for Academic and Student Affairs. Concentrated work will begin on review of these applications, and interviews scheduled as soon as possible.

I reviewed the Wage and Salary Administration Study and submit a preliminary report for the August Board Meeting. Recommendations for administrative salary increments were also prepared for Board consideration. Further work is planned on the outcome of the Wage and Salary Administration Study in conjunction with the review of the Administrative Organization Plan for the College.

Personal visits to units of the campus continue. On August 1, the Graphic Services unit was examined.

RMC/vg (3582A)
Enclosure

cc: Executive Council



