

BOARD OF TRUSTEES OF THE MIDDLESEX COUNTY COLLEGE

Minutes of May 18, 1982 Meeting

A regular meeting of the Board of Trustees of the Middlesex County College was held at 7:30 p.m., May 18, 1982, in the Board room of the Academic Services Building. Members present were Mr's. Valenti and Messrs. Dalto, Meszaros, Otlowski, Tanzman and Walsh. Dr. Brinson, Mrs. Czaya and Messrs. Stolzer and Turbitt were absent. Also present were President Channing, Mr. Hoffman, Mrs. Lake, 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 March 18, 1982, advance written notice of this meeting was posted in the lobby of the Academic Services Building.
- (b) On March 18, 1982, 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 March 18, 1982, a copy of this advance notice of the meeting was filed with the Clerk of Middlesex County.
- (d) On March 18, 1982, 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. Dalto moved, seconded by Mrs. Valenti, that the minutes of the regular meeting of April 20, 1982, be approved as presented. The motion was unanimously carried.

FACILITIES AND EQUIPMENT COMMITTEE

The College Facilities Report - May 10, 1982, and the report of the Police Department for April 1982 were noted. (Filed with Papers Supporting the Minutes.)

RECEIVED

JUN 11 1982

DEAN OF BUSINESS  
DIVISION

Mr. Meszaros moved, seconded by Mr. Otlowski, that the following payment be made to P. J. Healey Co., Inc. of Fanwood, New Jersey for Test Boring Services for Project Edison Hall, as approved by the Architect and the Director of Plant Operations:

Base Bid	\$3,685.00
Credit: 455 L.F. minus 371 L.F. = 84 L.F. @ \$.00 L.F.	<u>504.00</u>
Total	<u>\$3,181.00</u>

After discussion, the motion was unanimously carried.

Mr. Meszaros moved, seconded by Mr. Dalto, that the following progress payment, having been approved by the Consulting Engineer and the Director of Plant Operations, be approved for payment:

(a) Donald C. Rodner, Inc.  
Installation of Underground Piping  
Payment #6 \$5,850.00

(Total contract \$110,502.00; amount paid previously, \$61,600.50; approved above, \$5,850.00; balance to finish, \$43,051.50.)

After discussion, the motion was unanimously carried.

Mr. Meszaros moved, seconded by Mr. Dalto, that the following payment be made to the firm of Brownworth, Mosher & Doran for professional engineering services on the underground heating mains, as approved by the Director of Plant Operations and the Vice President for Finance and Administration:

INVOICE #3836 - UPSET FEE \$40,000.00

Project: Heating Contract Administration  
Completed Chiller Contract Documents

Heating Contract Administration:

D. Quartarolo	25.5 hrs. @ \$12.50 x 2.5	796.88	
J. Brownworth, P.E.	4 hrs. @ \$60.00	240.00	
			\$1,036.88

Completed Chiller Contract Documents

L. Altvater	10 hrs. @ \$15.60	156.00	
R. Siegler	5 hrs. @ \$18.10	90.50	
F. Radosin	43.5 hrs. @ \$13.25	576.37	
E. Boehne	4 hrs. @ \$ 8.10	32.40	
R. Binetti	29 hrs. @ \$13.10	379.90	
M. Czahor	18 hrs. @ \$ 5.45	98.10	
		<u>1,333.27</u>	
		x 2.5	\$3,333.17
		TOTAL	\$4,370.05

(Total estimated fee per contract, \$40,000.00; amount paid previously, \$32,669.76; approved above, \$4,370.05; balance \$2,960.19).

After discussion, the motion was unanimously carried.

Mr. Meszaros moved, seconded by Mr. Dalto, that the President, or her designee, is authorized to enter into a revocable lease agreement with the General Services Administration of the United States Government for the use of land designated in the attached metes and bounds description at the Raritan Arsenal, Edison, New Jersey, for the period May 21, 1982 to May 21, 1983, subject to approval of Counsel. After discussion, the motion was unanimously carried.

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

WHEREAS, the College has previously advertised under 40A:11-36 for the sale of its surplus van and no bids were received; and

WHEREAS, a second sale was authorized using the same minimum sale price of \$20,000; and

WHEREAS, no bids were received for that minimum sum as a result of the second sale except one unacceptable bid received for the sum of \$12,000,

NOW, THEREFORE, BE IT RESOLVED That a private sale be authorized for all interested parties.

After discussion, the motion was unanimously carried.

Mr. Meszaros moved, seconded by Mr. Dalto, that the following purchase contracts be authorized for the 1982/83 year:

Computer System Upgrade	One Company	\$42,666.00
Ireland Tour 1982	One Company	14,718.00
Printing Bulletins 1982/83	One Company	26,804.00
Printed Publication (Applicant's Guide/Envelopes/ File Cards)	One Company	13,891.00

After discussion, the motion was unanimously carried.

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

WHEREAS, THE State of New Jersey has cooperative purchasing services available under 40A:11-12 of the Public Contracts Law applicable to the College; and

WHEREAS, the Board of Trustees has revised purchasing procedures in its resolution adopted February 17, 1981 to include cooperative purchasing, and delegated to the Director of Purchasing the authority to use these services when applicable,

NOW, THEREFORE, BE IT RESOLVED That the following awards over \$4,500.00 be approved under the provisions of the State Contracts currently in effect.

STATE CONTRACT NUMBER	NAME OF COMPANY	DESCRIPTION	TOTAL AWARD
A-21197	Warnock Ryan Dodge, Inc.	Dodge Diplomat	\$7,590.00
<u>PURCHASES MADE UNDER \$4,500.00</u>			
A-20985	Lewmar Paper Co.	Supplies	\$3,379.79
A-22338	Pryor Corp.	Tab Cards	720.00
A-21069	N.J. Office Supply Co.	Supplies	243.87
A-21885	Vestal Labs	Treatment for Boiler Water	<u>372.00</u>
Total			<u>\$4,715.66</u>

After discussion, the motion was unanimously carried.

PERSONNEL COMMITTEE

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

MANAGEMENT LEAVE OF ABSENCE

- (a) Inez Ayres, Chairperson, in the Radiologic Technology Department (budget code 19-2140-125) be granted a personal leave of absence for the 1982-83 fiscal year.

ACADEMIC APPOINTMENT

- (a) David Mendez be appointed as Outdoor Track and Field Coach in the Health, Physical Education and Recreation Department (budget code 39-0560-110) for the remainder of the 1981-82 academic year, at a salary of \$1,842.00, prorated to \$696.28, based on an effective starting date of April 20, 1982 to May 31, 1982.

ACADEMIC ADJUNCT APPOINTMENT

- (a) Margaret Massoni, Adjunct Instructor, in the Nurse Education Department (budget code 19-2110-150) be paid \$16.67 per hour for 6 hours per day on April 27, May 4, 5, 11, 12, 18 and 19 and 2 hours per day on April 26, May 3, 10 and 17, for a total payment of \$833.50, based on \$250 per contact hour.

NOTE: Ms. Massoni was assigned to cover clinical classes of Joseph Collura who was on sick leave.

ACADEMIC RESIGNATIONS

- (a) Hollis Rogers, Track and Field Coach, in the Health, Physical Education and Recreation Department (budget code 39-0560-110) effective April 19, 1982.
- (b) Bernard M. Levine, Assistant Professor, in the Computer Science Department (budget code 19-2570-110), effective August 31, 1982.

ACADEMIC LEAVE OF ABSENCE

- (a) Linda Tappin, Assistant Professor, in the Math Department (budget code 19-2530-110) be granted an unpaid leave of absence for the academic year 1982-83 for educational purposes in accordance with the labor agreement between the Board of Trustees and AFT Local 1940, Article V, Section C, Paragraph 1.

ACADEMIC CORRECTIVE RESOLUTION

- (a) John Murray, Adjunct Cooperative Education Coordinator, in the Division of Educational Services and Special Programs (budget code 19-2910-150) for the Spring 1982 semester, only, be corrected from coordinating sixteen (16) chemical technology students in the Chemistry Cooperative Work Experience to coordinating seventeen (17) students, for a total salary of \$850.00.

NOTE: The rate of \$50.00 per student remains the same.

NON-ACADEMIC CHANGE OF STATUS

- (a) Nancy Stoltz, Teacher Aide, in the Reading Center (budget code 19-2940-130) at the annual salary of \$8,587 for 10 months, be changed to Administrative Aide II in the Admissions Office, at the annual salary of \$9,789 for 12 months, prorated to \$1,412 based on the effective date of May 10, 1982.

NON-ACADEMIC TEMPORARY PERSONNEL

- (a) Elizabeth Dale Iorillo at the rate of \$3.60 per hour.
- (b) Scott Snell at the rate of \$3.35 per hour.
- (c) Marjorie H. Daley at the rate of \$3.60 per hour.
- (d) Jyotsna Sinha at the rate of \$3.60 per hour.
- (e) Jeff Savoy at the rate of \$3.35 per hour.
- (f) Lynda Levin at the rate of \$3.60 per hour.
- (g) Jane Ringersma at the rate of \$3.60 per hour.
- (h) Michael S. Redman at the rate of \$3.60 per hour.
- (i) MaryAnn Sherry at the rate of \$3.60 per hour.
- (j) Edwin Grazul at the rate of \$3.60 per hour.
- (k) Laurylene Kraeft at the rate of \$4.35, in the Computer Center (budget code 19-1720-150), for the time period May 17, 1982 to June 30, 1982.
- (l) Arlene Hawke at the rate of \$4.25 per hour, effective June 1, 1982.
- (m) Mario Valeri at the rate of \$4.25 per hour, effective June 1, 1982.

NON-ACADEMIC RESIGNATIONS

- (a) Kevin Perri, Messenger, in the Printing, Publications and Mail Service (budget code 19-1800-130), effective April 30, 1982.
- (b) Carol Ratoff, Child Care Relief Worker, in the Day Care Center (budget code 19-5440-130), effective July 14, 1982.
- (c) Geraldine Pat Linder, Switchboard Operator, in the Communications Department (budget code 19-1750-130), effective June 11, 1982.

NON-ACADEMIC CORRECTIVE RESOLUTION

- (a) That the budget code for Jacqueline Fernandez, Correspondence Secretary, in the Purchasing Department, be corrected from budget code 19-0230-130 to budget code 19-0320-130, effective March 29, 1982.  
NOTE: Salary remains the same.
- (b) That the job title of Camille Barra in the Counseling and Placement Services Department (budget code 19-1130-130) be corrected from Secretary II to Administrative Aide I.  
NOTE: Salary remains the same.

GRANTS PERSONNEL

Appointments

- (a) Carol Foe be appointed as Secretary II in the Division of Community Education (budget code 33-3196/3197/3199/3200-170) for the time period July 1, 1982 to September 30, 1982, at the annual salary of \$8,793.00 for 35 hours per week, prorated to \$2,198.00
- (b) That the following student tutors be appointed in the Career-Oriented Peer Services (budget code 33-3193-170) at the rate of \$4.10 per hour, not to exceed ten (10) hours per week, beginning with the name Robert Lyons and ending with the name Daniel Amster.
- (1) Robert Lyons  
(2) Daniel Amster
- (c) Charles Singletary be appointed as Teacher, New Brunswick Center, in the Division of Community Education (budget code 33-3201-170) for the time period May 19, 1982 to September 30, 1982, at the annual salary of \$15,000.00, for 35 hours per week, prorated to \$1,769.00.
- (d) Zalia Cartegena be appointed as Teacher Assistant/Job Network, in the Division of Community Education (budget code 33-3201-170) for the time period May 19, 1982 to September 30, 1982, at the annual salary of \$12,000.00 for 35 hours per week, prorated to \$1,415.00.

Part-time Appointments

- (a) Anthony P. Balzano be appointed as Teacher, Basic Skills, in the Division of Community Education (budget code 33-3207-170), for the time period April 26, 1982 to June 30, 1982, at the salary of \$9.00 per hour for 20 hours per week, not to exceed \$1,750.00.
- (b) Muriel Ganger be appointed as Peer Advisor, in the Division of Community Education (budget code 19-5200-150), for the time period June 9, 1982 to June 30, 1982, at the salary of \$6.10 per hour for 20 hours per week, not to exceed \$366.00.
- (c) William Beaton be appointed as Student Tutor for Career-Oriented Peer Services (budget code 33-3193-170), at the salary of \$4.10 per hour for 10 hours per week.
- (d) Patricia Cleaves as Job Developer (budget code 19-5200-110) for the period May 1, 1982 to May 31, 1982, for 35 hours per week, at the salary of \$1,416.67 for the period.

Change of Status

- (a) Mary Reilly, Secretary, in the Division of Community Education be changed from budget code 33-3196/3197/3198/3199/3200-170 to budget code 33-3196/3197/3199/3200-170, for the time period April 1, 1982 to September 30, 1982.  
NOTE: Salary remains the same at \$4.50 per hour.

Resignation

- (a) Yolanda Irizarry, Teacher Aide, in the Division of Community Education (budget code 33-3200-170), effective May 7, 1982.

Terminations

- (a) Arlene Bonby, Peer Advisor, in the Division of Community Education (budget code 33-3191-170), effective May 22, 1982.
- (b) Diane Keegan, Teacher, in the Division of Community Education (budget code 19-5200-150), effective May 5, 1982.

After discussion, the motion was unanimously carried.



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

. WHEREAS, Eugene Gralla, Associate Professor, has faithfully served Middlesex County College since September 1, 1967 as a member of the Physics 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 Eugene Gralla, effective August 2, 1982; and

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

After discussion, the motion was unanimously carried.

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

WHEREAS, Joseph Niznik, Mechanic I, has faithfully served Middlesex County College from March 14, 1966 to April 30, 1982 as a member of the Buildings and Grounds 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 Joseph Niznik as of April 30, 1982; and

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

After discussion, the motion was unanimously carried.

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

WHEREAS, John Porsolt has served Middlesex County College from April 3, 1978 to May 25, 1982 as a member of the Printing, Publications and Mail Services Department; and

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

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NOW, THEREFORE, BE IT RESOLVED that the Board accepts the voluntary retirement of John Porsolt as of May 25, 1982; and

BE IT FURTHER RESOLVED that the Board recognizes the contribution of John Kenny Porsolt for his service to Middlesex County College.

After discussion, the motion was unanimously carried.

Mrs. Valenti moved, seconded by Mr. Dalto, that the following list of personnel actions in the Division of Continuing Education for Spring 1982 semester be approved::

Appointments:

Spring 2 1982 - Jamesburg Program

<u>Name</u>	<u>Assignment</u>	<u>Compensation</u>
Kline, Jay	SOC 225-952	\$ 930.00
Sabo, Dennis	MAT 018-952	1,250.00
Sheridan, Matthew	RDG 010-952	795.00
Valenti, Joseph	MAT 017-952	1,275.00
Carter, Leslie	Counseling	1,144.00

Change of Compensation

<u>Name</u>	<u>Assignment</u>	<u>Prev. Auth. Comp.</u>	<u>Adjusted Comp.</u>
Tyson Alfred	BUS 103-550 MGT 210-540	\$2,460*	\$1,680*

\*Rate used to calculate initial authorization was based on full-time faculty status which terminated at the close of the Fall 1982 semester. Adjusted compensation reflects outside adjunct rates.

After discussion, the motion was unanimously carried.

Mrs. Valenti moved, seconded by Mr. Tanzman, that the attached list of salaries for the May 15, 1982 payroll in the Division of Community Education, starting with the name Alessi, John, and ending with the name Crawford, Beverly, for a total amount of \$11,197.39 be approved:

After discussion, the motion was unanimously carried.

Mrs. Valenti moved, seconded by Mr. Tanzman, that the attached list of proposed courses, names and salaries in the Division of Community Education for May, 1982, beginning with the name Accettola Patricia, and ending with the name Young, James, for a total amount of \$21,944.70:

After discussion, the motion was unanimously carried.

EMPLOYEE RELATIONS COMMITTEE

Mr. Dalto moved, seconded by Mr. Tanzman, that the amount of \$289.03 be paid to the firm of Jackson, Lewis, Schnitzler and Krupman for services rendered in excess of retainer for various arbitration hearings. After discussion, the motion was unanimously carried.

Mr. Dalto moved, seconded by Mr. Tanzman, that the amount of \$12,574.22 be paid to the firm of Jackson, Lewis, Schnitzler and Krupman for legal expenses in the matter of Salfelder vs. Middlesex County College et al, and that a claim for reimbursement be made to the CNA Insurance Company under the Trustee Liability policy currently in force. After discussion, the motion was unanimously carried.

EDUCATION COMMITTEE

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

WHEREAS, Middlesex County College has received a communique from the State of New Jersey, Department of Education, Division of Vocational Education announcing the award of V.E.A. funding for selected projects for the 1981/82 academic year; and

WHEREAS, said communique instructs all institutions receiving V.E.A. funding, pursuant to P.L. 94-482, to formally accept said funding by way of a resolution by its governing body; and

WHEREAS, Middlesex County College has received V.E.A. grant notification as follows pursuant to P.L. 94-482:

State Conference on Overcoming Barriers Project	\$2,000.00
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NOW, THEREFORE, BE IT RESOLVED as follows:

The Board of Trustees of Middlesex County College herein accepts funding received through the State of New Jersey, Department of Education, Division of Vocational Education, pursuant to P.L. 94-482 for the following project for the 1981/82 academic year:

State Conference on Overcoming Barriers Project                      \$2,000.00

After discussion, the motion was unanimously carried.

Mrs. Valenti moved, seconded by Mr. Dalto, that Margaret Kinsella be appointed as a consultant to the Nurse Education Program for the purposes of program review and revision, for two days at \$325.00 per day, not to exceed \$650.00, plus \$100.00 reimbursement for travel.

(Explanatory Note: Ms. Kinsella was recommended to the staff of the College by the National League for Nursing. After performing a thorough review of the program and the revision now in progress, Ms. Kinsella will assist the faculty in completing the curriculum revision.)

After discussion, the motion was unanimously carried.

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

WHEREAS, the term Radiologic Technology describes a broad field of endeavor; and

WHEREAS, the term Radiography Education more specifically describes the educational program offered by the College; and

WHEREAS, the specialized accrediting agency that reviews such programs has recommended that the College adopt a more precise description of the program and the degree the Department offers,

NOW, THEREFORE, BE IT RESOLVED That the title of the Radiologic Technology Department be changed to Radiography Education Department, effective July 1, 1982; and

BE IT FURTHER RESOLVED That the title of the A.A.S. degree program offered by the Department be changed from Radiologic Technology to Radiography Education, pending the concurrence of the Department of Higher Education.

After discussion, the motion was unanimously carried.

5/18/82

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

.WHEREAS, the Board of Trustees wishes to recognize outstanding voluntary services performed on behalf of Middlesex County College; and

WHEREAS, such services are traditionally recognized by the bestowal of an honorary degree; and

WHEREAS, the criteria for such a degree has been recommended to the Education Committee of the Board of Trustees by the President;

NOW, THEREFORE, BE IT RESOLVED That the Board of Trustees authorizes the establishment of an Associate Degree in Humane Letters to be awarded when deemed appropriate by the Board to individuals who have performed outstanding voluntary services on behalf of the College.

After discussion, the motion was unanimously carried.

Mrs. Valenti reviewed the Education Committee Report.  
(Copy filed with the Minutes.)

#### STUDENT AND ALUMNI AFFAIRS COMMITTEE

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

WHEREAS, the College Student Activities Concert Committee desires the performance by certain artists; and

WHEREAS, this performance is specialized and qualitative in nature, as indicated in memorandum of May 14, 1982 from the Director of Purchasing to the Comptroller, attached hereto as Exhibit A; and

WHEREAS, bid specifications cannot be drawn for this service and is therefore classified as EUS under the provision of (40A:11-5),

NOW, THEREFORE, BE IT RESOLVED That the sum of \$6,500.00 be awarded to Pyramid Artists without competitive bidding.

After discussion, the motion was unanimously carried.

COMMUNITY RELATIONS

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

WHEREAS, Joseph Klegman has served as a member of the Board of Trustees of Middlesex County College since its inception in November 1964; and

WHEREAS, Mr. Klegman has served as Chairman of the Board of Trustees of Middlesex County College from August 21, 1973 to September 2, 1981; and

WHEREAS, Mr. Klegman's outstanding voluntary service to the College has been extremely valuable in advancing the mission and goals of Middlesex County College,

NOW, THEREFORE, BE IT RESOLVED That the honorary degree of Associate in Humane Letters be awarded to Joseph Klegman; and

BE IT FURTHER RESOLVED That award of said degree be made at graduation ceremonies scheduled for June 9, 1982.

After discussion, the motion was unanimously carried.

FINANCE COMMITTEE

Mr. Dalto moved, seconded by Mr. Meszaros, that the Monumental Life Insurance Company of Baltimore, Maryland, through its agent C. W. Bollinger Company of Montclair, New Jersey, be named as carrier for the student accident insurance and voluntary sickness and medical expense insurance for the 1982-1983 academic year at premium rates to be paid by full-time students as follows:

Accident coverage	\$ 8.70
Sickness & Medical coverage	14.00

(Explanatory Note: The Monumental Life Insurance Company was selected as a result of four quotations received for participation in the student insurance program for the 1982/1983 academic year. The evaluation and initial recommendation were made by Mr. William Jeney of the Schenck Agency of Metuchen, New Jersey.)

After discussion, the motion was unanimously carried.

Mr. Dalto moved, seconded by Mr. Meszaros, that the following changes in full-time tuition at the College be made effective for the Fall 1982 semester, subject to approval of the State Board of Higher Education, and that a copy of this resolution be sent to the State Board of Higher Education:

- (a) full-time in-county tuition be increased from \$600.00 per year to \$650.00 (a net increase of \$50.00 per year);
- (b) full-time out-of-county tuition be increased from \$1,200.00 per year to \$1,300.00 (a net increase of \$100.00 per year);
- (c) full-time out-of-state tuition be increased from \$2,400.00 per year to \$2,600.00 (a net increase of \$200.00 per year).

(Explanatory Note: The tuition increase recommended is beyond the full-time tuition limits established by the State Board of Higher Education for 1981/82 fiscal year and the recommendation is subject to approval of that Board. In the event that the above rates are beyond the actual amounts approved, refunds or credits will be issued to students who have paid the higher amount.)

After discussion, the motion was unanimously carried.

Mr. Dalto moved, seconded by Mr. Meszaros, that the following fees be increased effective July 1, 1982:

	<u>Old</u>	<u>New</u>
Matriculation fee for part-time students -	\$10.00	\$20.00
Evaluation fee for international student credentials -	50.00	65.00
Transcript fee--first issued -	-0-	2.00
Late registration fee		
part-time -	5.00	10.00
full-time/after in-person -	5.00	10.00
mid-point late registration -	10.00	-0-
late change of program -	15.00	20.00

After discussion, the motion was unanimously carried.

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

WHEREAS, the Board of Higher Education has revised the Administrative Code for accounting purposes to accept criteria and standards as set by the National Association of College and University Business Officers and the American Institute of Certified Public Accountants; and

WHEREAS, the Administrative Code endorsed use of the encumbrance system for the operation of the community colleges which, as a result of the Code change, are now required to implement an accrual accounting system; and

WHEREAS, pursuant to the prior methodology, encumbrances in the amount of \$99,000.00 are listed on the books and records of the College's Current Operating Fund at June 30, 1981; and

WHEREAS, it is now necessary to adjust to the new accounting standard as stipulated within the Administrative Code,

NOW, THEREFORE, BE IT RESOLVED That the total of encumbrances listed on the balance sheet of the Current Operating Fund, as audited, be reversed and credited to the College's Fund Balance Account in the amount of \$99,000.00.

After discussion, the motion was unanimously carried.

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

BE IT RESOLVED that the Board approves the settlement of the FTE audit as generally outlined in the memorandum of Chancellor Hollander to the Presidents of New Jersey Community Colleges, dated May 10, 1982, a copy of which is attached hereto; and

Subject to clarification by the Board of Higher Education as to the definition of fundable FTE as they relate to contractual agreements; and

Subject to review by the Vice President of Finance and Administration and Legal Counsel.

After discussion, the motion was unanimously carried.

Mr. Dalto reviewed the standard financial reports for the month of April, 1982 -- Cash Summary for the Month of April, 1982; Statement of Current Operating Income for the Ten-Month Period Ended April 30, 1982; and Summary of Financial Report for the Ten-Month Period Ended April 30, 1982. He noted the very slim balance as of April 30, 1982 of \$124,376.05. (Copy filed with Papers Supporting the Minutes.)



LEGISLATION COMMITTEE

Mr. Tanzman reported that the Joint Appropriations Committee is currently in deliberations. There appears to be little likelihood of an increase in State aid, therefore, unfortunately, the College will have to raise tuition.

There is a cooperative effort among administrators, faculty and its unions, and students to write to legislators to obtain BHE-recommended funding for county colleges.

REPORT OF THE PRESIDENT

Dr. Channing reviewed her report, March 17 - May 18, 1982, which was provided to Board members. (Copy attached to the Minutes.)

Dr. Channing also called attention to the announcement that the College's successful experience the past two years with the four-day compressed workweek has prompted her to implement a four-day work schedule for the summer of 1982. The four-day workweek will begin the week of June 14, 1982 and will end on August 13, 1982.

REPORT OF COUNSEL

No report.

AUDIENCE

Professor Fred Grossman advised that he introduced a resolution for restoration of funding to the county colleges at the annual meeting of the State AFT.

Professor Fred Grossman, for Local 1940, AFT, spoke on behalf of Instructor Anita Sicroff who was notified of termination of her service in the Modern Languages Department. (She had been previously appointed to one-year-only contracts.) He spoke of her excellent evaluations and stated her educational background. The position was then advertised on April 19 as a tenured position. She applied on May 3 but was informed that there was a need to comply with the College's Affirmative Action Plan. Professor Grossman questioned the validity of failing to appoint a qualified instructor versus meeting an affirmative action quota. He did not ask the Board for action but asked that administration review the situation.

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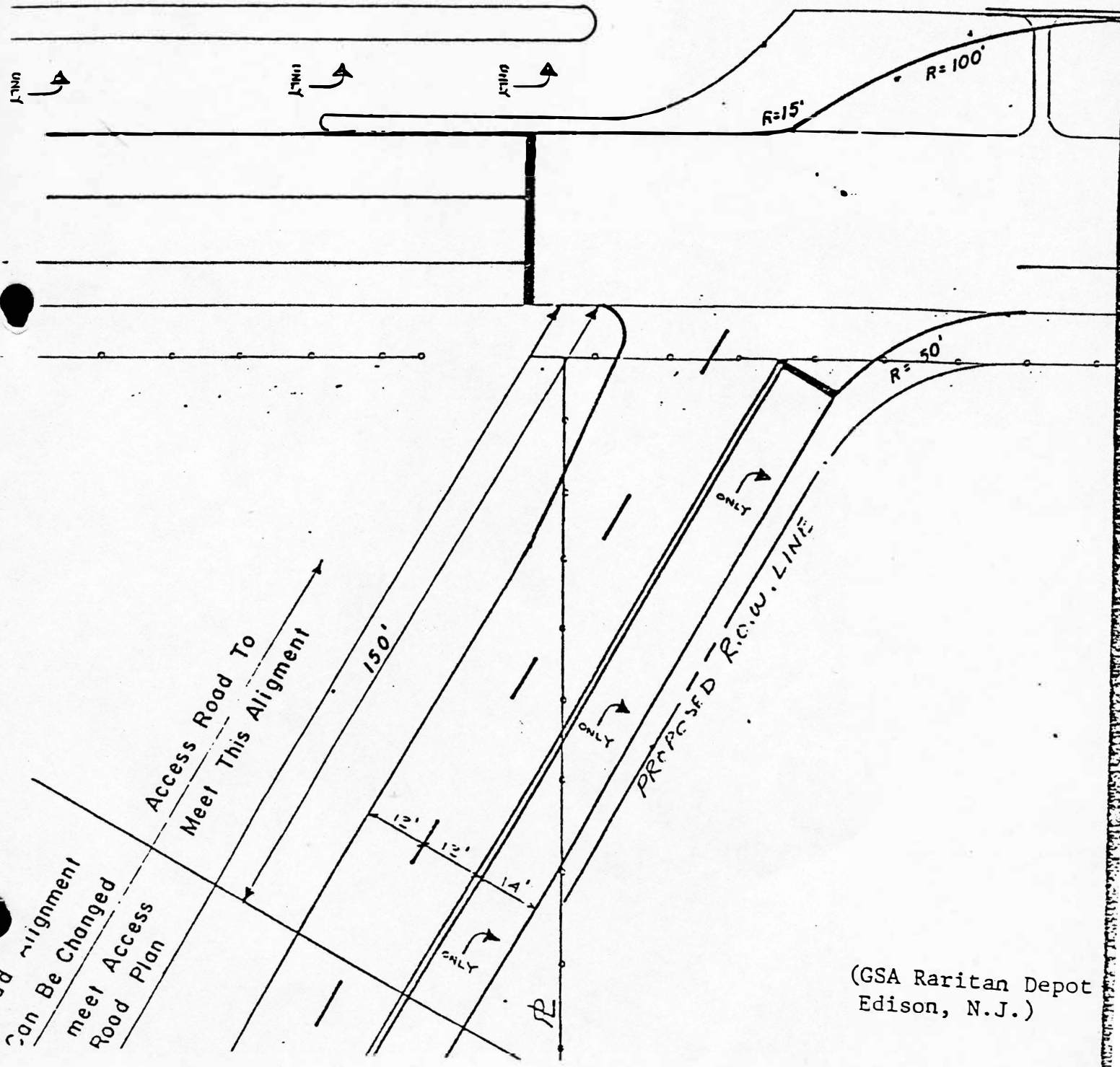
The next regular meeting of the Board of Trustees will be held on Tuesday, June 15, 1982, at 7:30 p.m. in the Board room, Academic Services Building.

There being no further business, the meeting was adjourned at 8:24 p.m.

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VALENTINE S. MESZAROS  
Secretary

CLAUS.



Road Alignment  
 Can Be Changed  
 to meet Access  
 Road Plan

Access Road To  
 Meet This Alignment

PROPOSED R.O.W. LINE

(GSA Raritan Depot  
Edison, N.J.)

## PAYROLL TO BE ISSUED MAY 15, 1982

## DIVISION OF COMMUNITY EDUCATION

<u>COURSE</u>	<u>NAME</u>	IN ACCORDANCE WITH <u>AUTHORIZED PAYROLL</u>	<u>SALARY</u>
<u>BC 19 5200 110 COMMUNITY EDUCATION</u>			
GRS Preparation	Alessi, John	April	\$150.00
Expanded Functions for Dental	Avrutik, Denise	February	983.88
French for You	Brautman, Davida	April	126.00
PCP Communication Skills	Burns, Shirl	February	750.00
Expanded Functions for Dental	Buscemi, Elaine	February	983.88
Kung Fu	Chung, William	April	112.00
ESL PCP	Gallery, Peter	February	750.00
Ballet II	Gladke, Peter	February	270.00
Jazz II	Gladke, Peter	February	330.00
Stenograph ABC	Hannan, Dorothy	February	420.00
PCP Communication Skills	Hayes, Elizabeth	February	750.00
Employment/Equal Opportunity	Kiss, Irene	April	50.00
GRE Preparation (Verbal)	Lanphear, John	April	112.50
Traffic Management II	La Pointe, Gerald	February	560.00
Way You Look	Molnar, Kathleen	April	168.00
Computers Made Simple	Moore, Ronald	February	196.00
Working with Hispanic Families	Preto, Nydia Garcia	April	500.00
PCP ESL	Pouso, Maria	February	750.00
Word Processing	<u>Reid, Ethel</u>	February	546.60
Word Processing II	<u>Reid, Ethel</u>	February	546.60
Children's Theater	Savoy, Jeff	April	16.75
Showcase '82	Savoy, Jeff	April	26.80
Children's Theater	Savoy, Ken	April	17.50
Tai Chi Chuan	Schirmacher, Andrew	February	252.00

COMMUNITY EDUCATION  
MAY 15 PAYROLL  
Page 2.

BC 19 5200 110 COMMUNITY EDUCATION (continued)

Ballet I	Achrager, Lily	February	\$300.00
Modern Dance	Schrager, Lily	February	300.00
Expanded Functions for Dental	Zacune, Harmon	February	983.88

BC 33 3189 170 DISPLACED HOMEMAKER

Self Image Awareness	Bryant, Monica	April	196.00
Activity Group	Crawford, Beverly	April	49.00

TOTAL BUDGETS

COMMUNITY EDUCATION	19 5200 100	\$10,952.39
DISPLACED HOMEMAKER	33 3189 170	245.00
		\$11,197.39

MIDDLESEX COUNTY COLLEGE  
DIVISION OF COMMUNITY EDUCATION

MAY 1982

PROPOSED BOARD PAYROLL

<u>COURSE</u>	<u>NAME</u>	<u>SALARY</u>
<u>COMMUNITY EDUCATION</u>		
Basic Sailing	Accettola, Patricia	\$500.00
Clinical Expanded Functions	Avrutik, Denise	983.88
Coaching	Beal, James	72.00
Clinical Expanded Functions	Breen, Carolyn	983.88
Clinical Expanded Functions	Buscemi, Elaine	983.88
Written Correspondence Business	Buscemi, Santi	441.32
Stress Management Dental Hygienist	Carroll, C. Merry	163.98
Ukiyo-E	Carter, Marilyn	196.00
Kung-Fu Beginners	Chung, William	196.00
Therapeutic Touch	Collura, Joseph	497.94
Stress Management	Crawford, Beverly	168.00
Leadership and Motivation	Cullinane, Daniel	550.60
PCP Mathematics	Davis, William	375.00
Clinical Expanded Functions/Dental	Dimond, Howard	150.00
Comprehensive Medical Technology	Fehl, Barbara	153.00
Home Gardener	Gable, Thomas	245.97
PCP ESL	Gallery, Peter	1500.00
Aerobics	Gladke, Peter	330.00
Comprehensive Medical Technology	Good, Dorothy	1260.00
Puppets	Gurowitz, Vicki	408.00
Calligraphy Basic	Greenberg, Sanford	280.00
Stenoscript ABC	Hannan, Dorothy	420.00
Comprehensive Medical Technology	Hannon, Janet	51.00
Parents/Children with Learning Disability	Hindes, Dr. Sally	240.00

COMMUNITY EDUCATION  
PROPOSED BOARD PAYROLL--MAY

Page 2.

COMMUNITY EDUCATION (continued)

Comprehensive Medical Technology	Holden, Nora	\$ 54.00
Life can be Super after Sixty	Heartberg, Rev. Joseph	25.00*
Tennis under the Lights	Honey, Patrick III	445.28
Life can be Super after Sixty	Klunman, Sylvia	50.00*
Geological Explorations	Krauth, Ronald	956.55
Math Review for Standardized Tests	Lanphear, John	210.00
All about Color Slides	Levanti, Lawrence	318.50
Conversational Spanish	Lugo, Angela	248.98
Investing in Stocks and Bonds	McMahon, Gerard	32.00
Painter - Myrtle Mavis	McShane, Michael	100.00*
Computer Science (7th & 8th Grades)	Moore, Ronald	98.00
Addictions: Drugs, Alcohol & Other	Peay, David	90.00
Music Director-Myrtle Mavis	Plotz, Michael	500.00*
Math Discovery (7th & 8th Grades)	Popel, George	191.33
Self Hypnosis for Self Improvement	Rapkin, Maxim L.	280.00
Comprehensive Medical Technology	Randolph, Linda	270.00
Children in Acting/Modeling Business	Rapp, Lea Bayers	56.00
Electronic Typewriters	<u>Reid, Ethel</u>	335.96
Hand Lettering	Rocco, SUSan	318.50
Childrens Theater	Savoy, Jeff	11.72
Childrens Theater	Savoy, Ken	12.25
Tai Chi Chuan	Schirmacher, Andrew	252.00
Tai Chi Chuan	Schirmacher, Andrew	168.00
Tai Chi Chuan	Schirmacher, Andrew	168.00
Tai Chi Self Defense Maneuvers	Schirmacher, Andrew	252.00
Design for Assertive Living	Schwartz, Lila	252.00

COMMUNITY EDUCATION  
 PROPOSED BOARD PAYROLL-MAY  
 Page 3.

COMMUNITY EDUCATION (continued)

Comprehensive Medical Technology	Schwartzner, Thomas	\$264.90
Advanced Black/White Printmaking	Sliva, Ray	318.50
Basic Drawing	Solwar, Chris	318.50
Victimology of Rape	Stenger, Cora	112.00
Director, Myrtle Mavis	Taubenslag, Elliott	500.00*
SAT Preparation (Math)	Thomas, James	150.00
Private Pilot Ground School	Thomas, James	336.00
Knit and Crochet	Tohlman, Regina	196.00
Practical Journalism	Toomey, Jeanne	126.00
Delegating	Touretzky, Simeon	72.00
NJ Food Service Manager/Sanitation	<u>Vastano, Joseph</u>	437.28
Brass Rubbing	Wachs, Brigitte	56.00
Brass Rubbing	Wachs, Brigitte	56.00
Getting your Act Together	Wiley, Charles	320.00

SPORTS CAMPS

WRESTLING

Instructor	De Marco, Greg -	120.00
Instructor	Dougherty, Joseph	50.00
Instructor	Pagach, Kenneth	120.00
Instructor	Povolac, Steve	300.00
Instructor	Povolac, Steve	50.00
Co-Director	Sacchi, John	850.00
Instructor	Volvia, William	120.00
Instructor	Young, James	225.00

\* - Honorarium

TOTAL:	COMMUNITY EDUCATION	BS 19 5200 110	\$21,944.70
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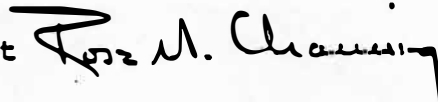
MIDDLESEX COUNTY COLLEGE

MEMORANDUM

DATE: May 18, 1982

TO: EDUCATION COMMITTEE  
Mrs. Blanquita B. Valenti, Chairman  
Dr. Virginia L. Brinson  
Mrs. Mary D. Czaya  
Mr. Angelo H. Dalto  
Mr. Frederick Turbitt  
Dr. Emily Dann  
Mr. Norman Poppel

FROM: Rose M. Channing, President



SUBJECT: Education Committee Report

Senior Investiture Ceremony

The 15th annual Senior Investiture ceremony was held on Wednesday, May 5, 1982 in the Performing Arts Center. Four graduating seniors, each representing an academic division of the College, were invested with the academic gown symbolizing graduation and the attainment of the associate degree.

Following the investment, Mr. William R. Walsh, Jr., Board Chairman, presented the awards for outstanding academic achievement to members of the class of 1982. Sixteen students received the Frank M. Chambers Award for Academic Achievement and thirty-five students were recognized for their achievements by their respective departments.

Annual Open House

The Middlesex County College Annual Open House was held on Sunday, April 25, 1982 from 1-4 p.m. An estimated 1,100 visitors attended the event, and the College was well represented by faculty and staff from all of the academic divisions, Open College and the Division of Educational Services and Special Programs, the Division of Student Services, the Division of Continuing Education and the Division of Community Education.

Most of the activities were held in the College Center and included a welcoming address by Dr. Rose M. Channing, President, and additional presentations on college life by Diana Michelle Goffe, Dean of Student Services and other Student Services personnel. Over 400 people participated in the financial aid workshops presented by Mercedes Rodriguez, Director of Financial Aid, and other staff members.

Guided tours on the campus were also offered, utilizing Admissions staff and volunteers from the campus branch of Circle K International, and several faculty and staff were available in various buildings to greet visitors. The College Center staff, as well as the College maintenance and grounds personnel are to be commended for the excellent appearance of the campus for the event. Bruce Marich, Field Recruitment Coordinator, is also to be commended for the successful planning and overall supervision of the Open House program.

#### JOB NETWORK PROGRAM

The Division of Community Education, through the New Brunswick Career Preparation Center, has for the past eleven months operated a Job Network program, under a CETA grant, designed to help reduce area unemployment. Since that time, 94 participants, representing over 90 percent of those enrolled, have gained unsubsidized employment as a result of the Job Network services.

The Job Network project has been designed as an integral part of the Career Assessment Program, with participants completing as many as four programs at the Center. Following assessment, they have had the opportunity to continue through a pre-training program such as Adult Basic Skills or English as a Second Language, a job training program, and, finally, placement through Job Network.

Participants in Job Network are put through an intensive job search exercise. They are required to contact up to thirty prospective employers each day with the goal of arranging employment interviews. Thus a Job Network enrollee may accomplish more toward getting a job in a single day than a person working on his/her own may do in a week.

A recent addition to the Job Network has been a job development component. Instead of using one person as a full-time job developer, the program has required each member of the staff to have some contact with employers. It is expected that this component will be expanded in the future.



STATE OF NEW JERSEY  
DEPARTMENT OF HIGHER EDUCATION  
TRENTON, NEW JERSEY 08625

May 10, 1982

OFFICE OF THE CHANCELLOR

MEMORANDUM

TO: Presidents, New Jersey Community Colleges  
FROM: T. Edward Hollander, Chancellor  
SUBJECT: Settlement of FTE Disallowances in the Community College Sector

Issue

During Fiscal Year 1981 and Fiscal Year 1982 the Department of Higher Education's Management Compliance Unit completed reviews of FTE enrollments at six community colleges. The result of these audits show that a significant number of FTEs supported by grants must be disallowed and that this disallowance will extend back over several years. As you know, the Department's regulation, New Jersey Administrative Code Section 9:4-3.10 (formerly 9:4-3.57), prohibits colleges from submitting for State support those FTEs for which grants bear the direct costs of instruction.

In recognition of the need to settle the disallowance without financially hurting any of the colleges, and at the same time preserve the Department's longstanding policy of equitable distribution of State aid within the sector, a settlement proposal has been developed for your consideration. The proposed settlement would allow for maximum forgiveness of any disallowed FTEs from FY 1975 through FY 1981, where legally permissible, and provides for the adjustment of FY 1982 State aid based upon revised FTE counts from FY 1981 and FY 1982 so as to assure equitable distribution of State aid.

Proposed Settlement

The proposed settlement has two components:

Settlement of FY 1975 through FY 1981 FTE disallowances by offsetting each college's aggregated FTEs that were unfunded by the State during this period against aggregated disallowable FTEs at that college for this same period. It is expected that this college-by-college offset will reduce the liability of most of the colleges to zero, given the fact that there was a total of 44,977 unfunded FTEs in the sector from FY 1975 through FY 1981.

*Sugg. by G. Hanley - not well received by Chancellor*  
*use sit. in 82*  
*As before New Jersey Is An Equal Opportunity Employer*

*10*

Adjustment of current year (FY 1982) State aid allocations on the basis of revised FY 1982 FTE counts. The revised FTE counts would exclude as non State-fundable all FTEs for which grants bore the direct costs of instruction.

#### Implementation of Proposed Settlement

To implement the settlement proposed above the following would be required:

- (1) In order to provide a basis for settlement of prior-years' disallowable FTEs, each college would be expected to provide by October 1, 1982, revised enrollment counts for FY 1975 through FY 1981 that would exclude FTEs not fundable under the direct cost criteria. These revised counts would be spot-checked by the Management Compliance Unit.
- (2) After receiving the count of disallowable FTEs submitted for FY 1975 through FY 1981 by each college, the Department of Higher Education would aggregate these counts at each college and offset them against aggregate unfunded FY 1975 through FY 1981 FTEs at that college.
- (3) Payback of any residual State aid liabilities resulting from an excess of aggregated disallowable FTEs over aggregated unfunded FTEs from FY 1975 through FY 1981 would be negotiated on a college-by-college basis but could not extend more than 5 years.
- (4) In order to adjust equitably the final allocation of State aid for FY 1982--and to ensure a proper "hold-harmless" base for FY 1983--the Department will need two revised FTE enrollment counts from each college by June 13, 1982. These revised counts will be the college's audited actual FY 1981 fundable FTE enrollment and its final estimate of actual final FY 1982 fundable FTE enrollment. Both revised counts should exclude any FTEs for which the direct-costs of instruction were paid by third parties. It should be understood that any college found by subsequent audit to have included non-fundable grant-supported FTEs in its revised FY 1981 and FY 1982 counts will be held fully liable for State aid monies received for these non-fundable FTEs in FY 1982.

Under this arrangement, each County College would be expected to submit to the Department by June 13, 1982, a final enrollment count for FY 1982 which excludes all such disallowable FTEs.

- (5) Those colleges whose actual FY 1982 State aid payment received was in excess of the total payment justified under (4) above would be required to pay back the excess funds by June 30, 1982.
- (6) In the unlikely event that the effect of the downward adjustments to FY 1982 audited enrollments results in the funding of fewer than the 72,500 FTE budgeted for the sector by the Legislature for FY 1982, the Department of Higher Education will seek to adjust funding in FY 1983 to compensate the sector for the unfunded prior-year's difference. This adjustment would be based on the use of, and limited to, the amount of applicable "carry-forward" balances from FY 1982 and would be implemented under the present enrollment-funding budget footnote or under the revised (S-219) funding footnote we have agreed to seek for FY 1983.
- (7) Any institution that does not voluntarily submit disallowable FTE counts for Fiscal Year 1975 through Fiscal Year 1982 under this proposed settlement would be audited by the Department of Higher Education and would not be eligible for settlement of prior-year's FTE disallowances.

I believe that the above proposed settlement provides the most equitable way of resolving a difficult situation. Please give it your careful review. I hope that we can reach agreement on it by no later than June 1, 1982, and move quickly thereafter to put it in effect.

MIDDLESEX COUNTY COLLEGE

MEMORANDUM

DATE: May 18, 1982

TO: Board of Trustees

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

SUBJECT: Report of the President -- March 17 - May 18, 1982

Work continued during this period on preparing materials for the campaign to seek restoration of funds for higher education to the Governor's budget for Fiscal Year 1983. These materials were made available to the college community and friends of the college through a Presidential Communique. A letter writing campaign is being launched with cooperation of faculty, staff, and students. Meetings are planned with business leaders and legislators.

The Institutional Master Plan task Force was organized under Dr. M. Capoor and will oversee collegewide efforts in developing an overall master plan. The first issue of the plan should be ready this Fall, and thereafter continued on a cyclical basis.

An Archives Committee has been initiated under the chairmanship of Lynn Tuttle. It is expected that a proposed plan for the establishment of college archives will be available for study in the Fall.

Two other ad hoc study groups have been organized under the initiative of faculty. One is concentrating on the general education definition, standards, and requirements of our academic programs. Kathy Earley chairs the committee. We will host a statewide conference on this subject on May 20 in which Kathy Earley, Dean David Tyrrell, and I will participate. Also, under the initiative of Emily Dann and Paul Hilf, a committee is working on developing a plan for organization development and team management.

Thirty-five employees were honored for ten years of service to the college at a luncheon. Mr. William Walsh, John Bakum, and Paul Hilf participated with me, and ten-year pins were awarded to these employees.

The college community is to be congratulated for an enthusiastic response to the fifteenth anniversary tree planting project. All of the Divisions and the Board of Trustees participated, and fifteen trees will be planted to commemorate this occasion. A ground breaking ceremony took place on Sunday, May 16 during the All College Weekend picnic.

During this period I participated in the following on-campus activities: held weekly meetings with the Executive Council; attended a meeting of the Academic Council and two meetings with the Deans; visited with members of the Over 25 Club; participated in the luncheon for ten year employees; gave greetings at the following college activities: Honor Society induction; College Open House; alumni dinners of the Engineering, Civil/Mechanical, and Computer Science Departments; CETAC awards ceremony; Secretarial Science Employer/Employee Luncheon and DECA Club dinner; attended advisory ~~committee~~ meetings of the Nurse Education, Dental Auxiliaries, and Social and Rehabilitation Services Departments; a meeting of the International Education Committee and of the MCC Foundation Board; participated in the Hispanic Heritage program, the conference on "Life is Super after Sixty," and the conference sponsored by the Division of Community Education on "The Keys to Productivity - A Partnership of Business and Education"; attended meetings of the Board's Education, Employee Relations, Finance and Facilities Committees; participated in the Investiture ceremony, Senior Dinner Dance, and All College Weekend.

Off campus activities included attending monthly meetings of the Presidents' Association, Council of County Colleges, and Liaison Committee; attended the April meeting of the Board of Higher Education; attended a one-day seminar at Teachers College, Columbia University, on administration; the AACJC convention in St. Louis; two meetings of HPEAC; one meeting of the Freeholder Board of School Estimate; monthly meetings of the New Brunswick Tomorrow Board and the NBT Task Force on Education; Open house for the Private Industry Council; gave testimony on behalf of the community colleges at the Joint Appropriations Committee meeting; attended the dedication of the L'Hommedieu Emergency Suite of Middlesex Hospital and the dedication of the new buildings; hosted the Presidential supervisory secretaries at a luncheon at the Edison Chamber of Commerce during Secretary's Week; attended the annual dinner of Middlesex Hospital; presided at meetings of the N. J. Consortium for Global Education; attended the conference of the N.J. Association of Colleges and Universities; attended the annual meeting of the Middlesex Council of PTA's and accepted a scholarship donation; attended the Hand-in-Hand Festival; and participated in a joint meeting with the Vocational/ Technical High School administrative personnel.

RMC:em (5533B)