

**MINUTES OF THE COLLEGE ASSEMBLY MEETING
DECEMBER 3, 2009
MEMBERS PRESENT**

DEANS: M. Brinson, M. Conners, R. Luke

DEPARTMENT CHAIRS/DIRECTORS/ADMINISTRATORS:

S. Barnhart, J. Dunning, M. Foley, J. Herrling, R. Roy, D. Trainor

FACULTY: S. Altman, S. Biswas, N. Dhanda, T. Drew, M. Edwards, N. Granuzzo, S. Majiduddin, U. Narayanan, J. Ostacher, N. Picioccio, E. Reid, A. Rivera, M. Scanlon, T. Young

STUDENTS: N. Albulhasan, A. Alaigh, C. Ashbourne, T. Frierson, J. Gabriel, P. Hornak, C. Keefe, G. Petrie, J. Sapiezynski, L. Sarfati, A. Unglert, H. Wojtyla, Z. Zhao

SUPPORT STAFF: M. Ambroziak, G. Jurick, R. Nunez, B. Rosen, T. Varites

TASK FORCE CHAIRS:

Academic Standards: T. Young

Accessibility for Persons with Disabilities: V. Kanwal

Bylaws: J. Spector

Campus Diversity: H. Hyman

Campus Life: D. Johnson

Community Concerns: D. Watson

Curriculum: M. Santelli

Educational Resources: N. Picioccio

GUESTS: F. Burke, R. Cole, E. Griffith, K. Hays, R. Kim, D. Kwiatkowski, A. Miller, E. Schatz, R. Smilek

PARLIAMENTARIAN: J. Kruszewski

MEMBERS ABSENT

DEANS: M. Laskowski-Sachnoff*

DEPARTMENT CHAIRS/DIRECTORS/ADMINISTRATORS: T. Montani*

FACULTY: C. Pean*, J. Waintraub*, S. Zale*

STUDENTS: W. Ferrell, M. Karolewski*, G. Perdomo*, G. Petrie*, J. Pinero*

SUPPORT STAFF: M. Ambroziak*, B. Rosen*, T. Varites*

*Excused

Meeting of the College Assembly – December 3, 2009

With a quorum present, Theresa Orosz called the December regular meeting of the College Assembly to order on Thursday, December 3, 2009 at 2:10 p.m. in the Rose M. Channing Danzis Amphitheater, L'Hommedieu Hall.

APPROVAL OF MINUTES

Motion to approve minutes:

Mov: N. Picioccio Sec: M. Foley

Minutes are accepted as presented.

UNFINISHED BUSINESS

None

REPORTS OF THE STANDING TASK FORCES

A. Academic Standards – Professor Tracy Young

No Report

B. Accessibility for Persons with Disabilities - Professor Cheryl Kolber for Dr. Virender Kanwal, Chair

Report:

We invited John Herrling, Director of Counseling and Career Services and Seham Mohammed, Lab Coordinator of Project Connections to our last meeting to get an update on the purchase of equipment for persons with disabilities. We are going to have Don Drost, Executive Director of Facilities Management visit us during our next meeting to address the issues of the recommendations submitted by our task force last year. We have a commitment from Rob Kim, Director of Testing and Tutoring to come to our December meeting to report on the status of the future merger between regular and adaptive testing. The details of our findings will be submitted to the College Assembly early next year.

C. Bylaws – Professor Jeffrey Spector, Chair

No Report

D. Campus Diversity – Dr. Hillary Hyman, Chair

No Report

E. Campus Life – Professor Dennis Johnson, Chair

Charge:

Investigate the ways in which the College is reducing its carbon footprint. What is MCC doing to “go green?” Evaluate and make recommendations.

Meeting of the College Assembly – December 3, 2009

Recommendation:

It is recommended that Middlesex County College form a standing committee to work on present and future environmental initiatives and promote the many things the College is already doing to reduce its carbon footprint.

Additional Information:

Some examples of what the College is doing include:

Products

- Have reduced the number of cleaning products and changed to low VOC products
- All Paints and adhesives are water based and non-hazardous for the environment.
- Vapor recovery systems during roof replacement.

Achievements

- As part of a New Jersey Higher Education Partnership for Sustainability (NJHEPS), we measured our green house gases in 1993 and 2000 and reduced them by 17% during that period. In 2010 our greenhouse gas will be measured again.
- Reduced carbon intensity (CO₂ tons/sqft) by 22% from 1993-2000
- First County College in NJ to establish a recycling program in 1990. Don Drost and Ron Balint are Certified Recycling Coordinators.

Energy Reductions

- Retrofitted the interior lighting with lower wattage energy efficient bulbs and electronic ballasts under the Standard Offer Rebate program in 1996. A new lighting survey is currently being conducted that will identify opportunities for even further reductions.
- Replaced electric heat and water heaters with natural gas fired high efficiency units in College Center, Chambers Hall, Johnson Learning Center, L'Hommedieu Hall, and Edison Hall.
- Vending machines have vending misers. These units have occupancy sensors that only turn the vending machine on when someone is using it.
- Occupancy sensors were installed in classrooms, conference rooms, and bathrooms under the NJ Smart Start program. Lights automatically turn off if there is no motion sensed.
- Expanding the central Energy Management System by adding more buildings to control the heating and cooling systems for maximum efficiencies.
- Exterior lighting on roadways and parking lots. Re-circuited the eastern half of the campus to allow every other light to go out during the overnight period. Funding is being secured to re-circuit the western side of campus in 2010.

Meeting of the College Assembly – December 3, 2009

- Installation of Variable Frequency Drives (VFD's) on large motors - Building Envelopes.
- Roof replacements with higher R value and lower heat sink values.
- Window replacements.
- Computer monitors use the sleep mode.
- Summer 4-day workweek allows for building shutdowns and 20% reduction in staff commuting taking cars off the road.

New Programs for Future

- New west Hall will be LEEDS Silver certified.
- Solar Energy.
- Installation of network printer/copiers to eliminate individual printers
- Use of landfill gas from pipeline that runs parallel to our property for heating/electricity.
- Conducting a Municipal Energy Audit funded by the NJ Clean Energy program.

Grounds & Custodial "GREEN" Practices:

The following are implemented:

- Grounds uses recycler type of equipment to mow lawn areas & collect leaf materials we collect around 300+ cu./yds of leafs per year which are then taken to a compost leaf site in North Brunswick and turned into compost for Middlesex County residents.
- The college recycles approximately 75 tons of corrugated cardboard per year.
- The College recycles approximately 70 tons of comingled glass & aluminum per year.
- The College recycles approximately 72 tons of office white paper per year.
- This year the College has recycled (outside contract work) 368 tons of concrete & blacktop materials.
- The College recycles approximately 25 tons of metal scrap per year.

Rationale:

A standing environmental committee would identify various government grants being offered to reduce our carbon footprint as well as new technologies. A standing environmental committee would better serve the college community as sustainability of a large facility is an ongoing process. The need for new initiatives and evaluation of those already in place would involve consistent reassessment for effectiveness and cost efficiency. It will provide educational activities to promote environmental awareness for our campus.

Motion to accept recommendation:

Mov: S. Biswas Sec: S. Barnhart

Meeting of the College Assembly – December 3, 2009

Vote on recommendation:

App: Unanimous Opp: 0 Abs: 0

Motion passes.

Charge:

In keeping with the new building signs publicizing MCC as a smoke-free campus, investigate the removal of the smoking gazebos to make the College a truly smoke-free environment. Make appropriate recommendations.

Recommendation:

It is recommended that the smoking gazebos should be removed to make the College a truly smoke-free environment. Smoking shall be restricted to campus parking lots with the exception of residences on Hoff Road. The Great American Smoke Out should be extended on campus and followed-up with a workshop offering solutions for quitting. Fines should be given to anyone caught smoking.

Rationale:

The smoking gazebos did not accomplish the goal of moving smokers away from the doorways. Students with various lung and respiratory diseases were still being forced to wait for smokers to vacate the doors. The smokers at the doors claimed they were being harassed by a group of smokers at the gazebos who claimed it as their turf.

A state law Assembly, No. 4400 has been passed stating that a “smoking structure cannot be made of combustible material.” Since the smoking gazebos are made of combustible material, we would be in violation of this law.

Motion to accept recommendation:

Mov: P. Hornak Sec: J. Ostacher

A discussion followed which included interpretation of the state law mentioned in the rationale. Chief Smilek reported that the bill is not in effect yet and that the gazebos meet required specifications. He reported that campus police are issuing smoking fines to students. The number and location of gazebos was also discussed. Professor Foley expressed concern that not enough is being done to address the smoking as an addiction and that the College needs to be proactive and offer more extensive workshops and programs for smoking cessation. Discussion ensued to insert the words “extensive and other support for smoking cessation” in the third sentence of the recommendation and to strike out the words “offering solutions for quitting.”

A motion was made to amend the recommendation to read: “It is recommended that the smoking gazebos should be removed to make the College a truly smoke-free environment. Smoking shall be restricted to campus parking lots with the exception of Meeting of the College Assembly – December 3, 2009

residences on Hoff Road. The Great American Smoke Out should be extended on campus and followed-up with extensive workshops and other support for smoking cessation. Fines should be given to anyone caught smoking.

Mov: S. Barnhart Sec: M. Foley

Discussion continued until Dr. Barnhart moved the question.

Vote to move the question:

App: Majority Opp: 1 Abs: 1

A 2/3 vote was reached and the question was moved. Debate ceased.

Vote on amendment:

App: Unanimous Opp: 0 Abs: 0

Discussion followed regarding the amended recommendation. The location and/or removal of gazebos was discussed and Chief Smilek confirmed that the gazebos have become a hangout for students as well as non-students. Restricting smoking to the parking lots prompted a discussion about litter, damage to cars, safety issues, the construction of metal smoking structures at each lot and smoking inside cars vs. outside of vehicles. Discussion continued to strike out the words "parking lots" from the second sentence of the amended recommendation and replace them with "personal vehicles."

A motion was made for the amended recommendation to read: It is recommended that the smoking gazebos should be removed to make the College a truly smoke-free environment. Smoking shall be restricted to personal vehicles with the exception of residences on Hoff road. The Great American Smoke Out should be extended on campus and followed-up with extensive workshops and other support for smoking cessation. Fines should be given to anyone caught smoking.

Mov: S. Altman Sec: N. Picioccio

The discussion continued with regard to smokers who don't have a car on campus. Acknowledging a number of unresolved issues surrounding the amended recommendation, Professor Altman withdrew the amendment.

Discussion continued. The Parliamentarian suggested that a vote be taken to recommit the charge to the task force for additional consideration.

Motion to withdraw recommendation:

Mov: N. Picioccio Sec: J. Herrling

Vote to withdraw:

App: Majority Opp: 2 Abs: 0

Meeting of the College Assembly – December 3, 2009

F. Community Concerns – Ms. Denise Watson, Chair

Charge:

Explore the use of Twitter, Facebook, and other social websites as a student and/or College communication tool. Make appropriate recommendations.

Recommendation:

The Task Force recommends the College adopt the use of Twitter, Facebook, or other social websites as a communication tool.

Rationale:

The use of social networking websites are an excellent way to ensure students are more engaged in the learning experience. For the community, the social networking websites are a way to inform and engage them about current and upcoming events offered by the College.

Motion to accept recommendation:

Mov: S. Altman Sec: P. Hornak

During the discussion, it was stated that several departments including MAPS is using Facebook as a tool to communicate with their students. It was suggested that Facebook could be used to continue classroom discussions in an online format. It was noted that Campus Cruiser also has online tools such as message boards and discussion groups and is a more secure website.

During the discussion, concern was expressed that the use of social websites during class time could be disruptive. It was suggested they could be used for communicating emergency type situations of inclement weather, traffic congestion in and around the college and parking information as well as communicating club activities, events and extra-curricular activities.

Discussion continued to change the wording of the first sentence in the rationale, eliminating the word "learning" and replacing it with the word "college." The change in wording was noted by Ms. Orosz.

Vote on recommendation:

App: Unanimous Opp: 0 Abs: 0

Motion passes.

G. Curriculum - Professor Marianne Santelli, Chair

Recommendations:

MAD 107: Photography I

Change in: Course Content, Catalog Course Description, Behavioral Objectives and Contact Hours.

Meeting of the College Assembly – December 3, 2009

Motion to accept recommendation:

Mov: S. Altman Sec: R. Luke

Vote on recommendation:

App: Unanimous Opp: 0 Abs: 0

Motion passes.

CSC 263: Computer Organization and Architecture I

New Course

CSC 264: Computer Organization and Architecture II

New Course

Motion to accept recommendations:

Mov: N. Picioccio Sec: U. Narayanan

Vote on recommendations:

App: Unanimous Opp: 0 Abs: 0

Motion passes.

Computer Science Transfer A.S.: Change in Curriculum

Motion to accept recommendation:

Mov: S. Altman Sec: S. Biswas

Vote on recommendation:

App: Unanimous Opp: 0 Abs: 0

Motion passes.

H. Educational Resources - Professor Nicholas Picioccio, Chair

The following is the status for our committee's charges for this academic year based on the meetings we had for October and November 2009:

First charge:

"Survey the college community for feedback on what resources / items should be preserved in the library's archives. Make appropriate recommendations."

Status:

- a. We have met with members of the library staff to determine what is currently archived, current archive procedures, and how achievable items are currently determined.
- b. We are working with the library staff to develop an online survey for the college community in regards to what the college community believes should be archived. The results of this survey will be used to make recommendations as to what should be archived and compared to what actually can be archived.

Meeting of the College Assembly – December 3, 2009

Second charge:

"Explore the availability of E-books and electronic book readers. Make appropriate recommendations."

Status:

- a. We are collecting information regarding available hardware and software that are necessary for effective use of E-books and electronic book readers.
- b. We are also exploring whether there is an evolving industry standard regarding E-books and the necessary tools to use them in order make a recommendation on tools that will be useful as long as possible since available technology changes all the time.
- c. Committee members are also exploring what other committees and departments have also been assessing in regards to E-books and equipment.

Third charge:

“Report on the implementation status of recommendations submitted by your task force in 2008-2009, approved by the College Assembly and forwarded to the College President for signature.”

Status:

- a. We are currently determining the status of the progress for the implementation of last year’s approved recommendations.
- b. Organizational changes and budget constraints at the college may have an impact on the speed of the implementation on some of those recommendations.

NEW BUSINESS

None

REPORT OF THE CHAIR

1. The following curricula item that came before the College Assembly at the November 5, 2009 meeting was approved and signed by Dr. La Perla-Morales and forwarded to the Office of the Vice President for Academic and Student Affairs for implementation:
SCI 116: Introduction to Renewable Energy
2. Dr. La Perla-Morales signed the following recommendations by the College Assembly on November 5, 2009 and subsequently forwarded them to various offices for implementation.
 - a. That we continue with the current policy and the committee does not recommend administrative withdrawal;

Meeting of the College Assembly – December 3, 2009

however, it is recommended that a statement be added to the college catalog and other appropriate documents (i.e. course abstracts, the pathfinder) stating that failure to attend class does not constitute a drop; students must follow the policy and procedures for withdrawal from a course.

This recommendation is to be implemented by the Vice President for Academic and Student Affairs.

- b. That the following changes are recommended to the Standards of Progress for the Dental Hygiene Program:
1. Maintain a cumulative grade point average of 2.0.
 2. Must achieve a "C" grade or better in all science courses to satisfy degree requirements.
 3. Must achieve a "C" grade or better in all dental hygiene courses in order to progress in the curriculum.
 4. An unsatisfactory grade (i.e. a grade less than "C") in any first semester dental hygiene course results in dismissal from the program. The student has the option to reapply to the Dental Hygiene Program. Upon readmission, the student is required to retake DHY 107-Preventive Oral Health Services I in addition to any other failed courses.
 5. If a student earns a grade of less than "C" in any dental hygiene course other than the first semester courses, the student may retake the course the next time it is offered, and if space is available in the program for the student to return. Upon returning, the student is also required to retake the Preventive Oral Health Services course that is the co-requisite for the semester they return. Students retaking clinical courses must adhere to the conditions outlined in the Dental Hygiene program's *Policy for Returning Students*.
A student may retake a failed dental hygiene course only once; any subsequent failure(s) in the same dental hygiene course will result in dismissal from the Dental Hygiene Program.
 6. Students who are dismissed from the Dental Hygiene Program have the option to re-apply.

This recommendation is to be implemented by the Vice President for Academic and Student Affairs.

4. The next meeting of the College Assembly will be held on Thursday, February 4, 2009 at 2:00 p.m.

Meeting of the College Assembly – December 3, 2009

RECOGNITION AND HEARING FROM THE PUBLIC

None

ADJOURNMENT

Motion to Adjourn:

Mov: U. Narayanan

Sec: G. Jurick

There being no further business, the meeting was adjourned at 3:50 p.m.

Respectfully submitted,

Theresa Orosz
Chair, College Assembly

:ls