

**Minutes of the College Assembly Meeting
May 2, 2019**

MEMBERS PRESENT

DEANS: M. Brinson, R. Bucciarelli, L. Scherr

ASST. DEANS/DEPARTMENT CHAIRS/DIRECTORS/ADMINISTRATORS: N. Berger, J. Ferrell, C. Green, A. Illa, T. Orosz, C. Quigley, T. Sabol

FACULTY: A. Castiglia, K. Costanzo, M. Curry, C. Drew, D. Grek, M. Jain, G. Leoniy, P. Muley, L. Nagarajan-Iyer, U. Narayanan, J. Nesi, C. Quillen, G. Rotolo, L. Tobin

STUDENTS: A. Butt, A. Liquido, S. Syed

SUPPORT STAFF: L. Friedman, K. Hogue

TASK FORCE CHAIRS:

Academic Standards: T. Halasinski

Accessibility: N/A

Bylaws: N/A

Campus Diversity: J. Laureano

Campus Life and Community Concerns: N/A

Curriculum: P. Muley

Educational Resources: L. Hutchinson

Guests: R. Cole, M. McCormick, K. Toth-Gyurian

Parliamentarian: J. Kruszewski

Chair-Elect: Peter Farrett

MEMBERS ABSENT

DEANS: N/A

ASST. DEANS/DEPARTMENT CHAIRS/DIRECTORS/ADMINISTRATORS: M. Ansonoff, M. Maciolek, T. O'Reilly, F. Stowe

FACULTY: T. Corrigan, H. Holbeck, M. Nigam, A. Rubin, R. Thompson

STUDENTS: L. Barajas, B. Castro, C. Florentino, S. Janvier, T. Kozma, J. Lempfert, V. Mattas, B. Myers, A. Nussbaum, G. Parent, R. Roque, D. Shah, R. Singh

SUPPORT STAFF: M. Ambroziak, M. Kirbos, M. Rothstein

**College Assembly Meeting
May 2, 2019**

With a quorum present, College Assembly Chair Gary Abbott called to order the May 2, 2019 meeting of the College Assembly at 2:04 pm, in the Brunswick Room, Crabiel Hall.

As is customary at the May meeting of the College Assembly, certificates of appreciation were presented by President Mark McCormick to outgoing College Assembly members.

Certificate of Appreciation

Nancy Berger	Daniel Grek	Theresa O'Reilly
Ashley Castiglia	Hope-Claire Holbeck	Theresa Orosz
Abdul-Ahad Butt	Ariana Illa	Charlotte Quigley
Kathy Costanzo	Meenu Jain	Crystal Quillen
Brookelynn Castro	Mary Kirbos	Raquel Roque
Mirian Curry	Julianna Lempfert	Giuseppe Rotolo
Chris Drew	Gina Leoniy	Andrew Rubin
Jim Ferrell	Andrea Liquido	Sitwat Syed
Linda Friedman	Uma Narayanan	Lynn Tobin
Charita Green	Mohit Nigam	

Dr. McCormick spoke to the body regarding the importance of shared governance in the success of institutions of higher education. He expressed his gratitude to all members for their service.

APPROVAL OF MINUTES FOR April 4, 2019:

Motion to accept minutes

MOT: S. Syed

SEC: J. Ferrell

Vote to accept minutes

Fav: 29 Opp: 0 Abst: 0

The minutes of April 4, 2019 are accepted as presented.

UNFINISHED BUSINESS

Dr. Abbott reiterated the call for Assembly and task force members for the next academic year.

TASK FORCES

Academic Standards: n/a

Accessibility for Persons with Disabilities: n/a

Bylaws: T. Orosz (for Hope Holbeck, Chair)

Charge: BL1819-07

RECOMMENDATION #1: To align with the current administration and faculty positions/titles, the Task Force recommends changes to Bylaws 1.0400 Article IV – Membership as follows:

Add to the category of Assistant Deans/ Chairpersons/ Directors/ Administrators the positions of Associate Chairpersons, Assistant Directors and Associate Directors.

FROM	TO
Assistant Deans/ Chairpersons/ Directors/ Administrators	Assistant Deans/Chairpersons/ Associate Chairpersons /Directors/ Assistant Directors/Associate Directors /Administrators
<ul style="list-style-type: none">• At-Large, includes Directors and Administrators not associated with the above divisions.	<ul style="list-style-type: none">• At-Large, includes Directors, Assistant Directors, Associate Directors and Administrators not associated with the above divisions.

RATIONALE: Due to the reorganization of positions, personnel changes and newly created positions, these additions more accurately reflect the current positions/titles on campus.

RECOMMENDATION #2: To align with the current administration and faculty positions/titles, the Bylaws Task Force recommends changes to Bylaws 1.0400 Article IV – Membership as follows:

Remove from the category of Faculty Representatives the positions of Directors and Administrators-at-Large not associated with the above divisions, and, add the position of Faculty-at-Large to this category.

FROM	TO
Faculty Representatives - <ul style="list-style-type: none">• Arts and Sciences• Professional Studies• Directors and Administrators-at-Large not associated with the above divisions.	Faculty Representatives - <ul style="list-style-type: none">• Arts and Sciences• Professional Studies• Faculty-at-Large not associated with the above divisions.

RATIONALE: There was a time at the college when a small group of administrators had faculty rank. Due to personnel changes over the past years, this designation is no longer applicable. However, there are currently non-teaching, faculty ranked positions on campus.

RECOMMENDATION #3: The Bylaws Task Force recommends to increase the number of members in the category of Adjunct Faculty Representatives in each academic division from one (1) member to two (2) members. As a result of this addition, the total membership in the College Assembly will increase to from 54 to 56 members. The membership category will now read:

FROM	TO
Adjunct Faculty Representatives - <ul style="list-style-type: none"> • Arts and Sciences¹ • Professional Studies¹ 	Adjunct Faculty Representatives - <ul style="list-style-type: none"> • Arts and Sciences² • Professional Studies²

RATIONALE: The number of adjunct faculty has increased in recent years. This increase will better represent the increase in the adjunct faculty population in the total teaching faculty.

Motion to approve recommendation for BL1819-07

MOT: G. Rotolo

SEC: D. Grek

Vote to accept recommendation for BL1819-07

Fav: 29 Opp: 0 Abst: 0

The motion passes

Campus Diversity: J. Laureano, Chair

CD1819-01 - Report on the implementation status of recommendations submitted by your task force in 2017-2018, approved by the College Assembly, and forwarded to the College President for Signature.

Findings:

The Campus Diversity Taskforce has determined that Middlesex County College needs to cast a wider net to increase the pool of qualified full-time faculty candidates from racial and ethnic underrepresented groups. Therefore the task force will continue to monitor the charge to see that CD1718-02 is implemented in the future.

Rationale:

The Campus Diversity Taskforce investigated the status of Charge CD1718-02 and the recommendation made last year regarding the need to increase diversity amongst full-time faculty. Based on the data from the fall 2015 semester, 75% of our full-time faculty are Caucasian, yet 59% of our students are of diverse ethnicities.

The Campus Diversity Taskforce reviewed the data from the fall 2017 semester and found that 86% of our full-time faculty are now Caucasian, while 63% of our students are of diverse racial and ethnic backgrounds. As a result, the composition of student body continues to become more diverse but our full-time faculty has not.

The Campus Diversity Taskforce believes strongly that Middlesex County College needs to demonstrate an intentional and clear commitment towards the hiring of a diverse full-time faculty from racial and ethnic underrepresented groups.

FALL 2015

Total Full-Time Faculty

White	Black	Hispanic	Asian*	Native	Alien	Unknown*
75.0%	3.6%	6.9%	5.7%	0.0%	0.0%	9.4%

Students

White	Black	Hispanic	Asian*	Native	Alien	Unknown*
31.0%	11.3%	30.4%	14.5%	0.4%	2.3%	10.1%

**Note: Asian includes Pacific Islander and Unknown includes 2 or more races*

FALL 2017

Total Full-Time Faculty

White	Black	Hispanic	Asian*	Native	Alien	Unknown*
85.6%	4%	5.6%	4.8%	0.0%	0.0%	0.0%

Students

White	Black	Hispanic	Asian*	Native	Alien	Unknown*
28.7%	11.9%	32.8%	15.6%	0.4%	2.0%	8.6%

Source: 2018 Institutional Profile

Charge CD1819-02

Develop a survey for LGBTQ students to determine what needs/support the College can address.

Recommendation:

The Campus Diversity Taskforce recommends that our Office of Institutional Research work with the MCC Sexuality and Gender Acceptance student club, to intentionally survey students and allies of the LGBTQ community on the Middlesex County College campus for the 2019-2020 academic year. By intentionally engaging with LGBTQ students on campus, we will be able to increase the response rate and reduce the “neutral” responses from the previous fall 2018 survey.

Rationale:

The Campus Diversity Taskforce investigated current efforts to survey the LGBTQ students on campus. Due to our initial conversations with the Office of Institutional Research, we were able to include a couple of questions in the fall 2018 Student Services Survey addressing the campus environment for LGBTQ students.

From the preliminary results shared with the taskforce, MCC students view the campus environment as being welcoming towards LGGBTQ students. However, we had a large percentage of students who were “neutral” in their response to the statements. In our discussion with the Office of Institutional Research, the neutral response could be attributed to the lack of connection with the LGBTQ campus community.

**Middlesex County College
Student Services Survey**

Course:

Response Rate: 2427/11396 (21.30 %)

54 - Please rate your level of agreement about the following statements:				
MCC is a welcoming environment for LGBTQ students.				
Response Option	Weight	Frequency	Percent	Percent Responses
Strongly disagree	(1)	32	1.56%	
Disagree	(2)	16	0.78%	
Neither agree nor disagree	(3)	992	48.37%	██████████
Agree	(4)	697	33.98%	██████████
Strongly agree	(5)	314	15.31%	██████
Response Rate				Mean
2051/11396 (18.00%)				3.61

54 - Please rate your level of agreement about the following statements:				
MCC supports our LGBTQ students.				
Response Option	Weight	Frequency	Percent	Percent Responses
Strongly disagree	(1)	29	1.42%	
Disagree	(2)	18	0.88%	
Neither agree nor disagree	(3)	1019	49.95%	██████████
Agree	(4)	663	32.50%	██████████
Strongly agree	(5)	311	15.25%	██████
Response Rate				Mean
2040/11396 (17.90%)				3.59

54 - Please rate your level of agreement about the following statements:				
MCC is an inclusive environment.				
Response Option	Weight	Frequency	Percent	Percent Responses
Strongly disagree	(1)	36	1.77%	
Disagree	(2)	19	0.93%	
Neither agree nor disagree	(3)	926	45.55%	██████████
Agree	(4)	701	34.48%	██████████
Strongly agree	(5)	351	17.27%	██████
Response Rate				Mean
2033/11396 (17.84%)				3.65

Motion to approve recommendation for CD1819-02

MOT: C. Quigley

SEC: T. Orosz

Vote to accept recommendation for CD1819-02

Fav: 29 Opp: 0 Abst: 0

Charge CD1819-03

Create an inter-sector forum to discuss issues that LGBTQ students encounter and how to best support them.

Recommendation:

The Campus Diversity Task Force recommends that we create and implement an inter-sector campus forum during the month of October to raise awareness and support for the LGBTQ community on campus. A planning committee comprised of students, faculty, and staff should convene to plan the annual forum starting in October 2019.

Rationale:

The Campus Diversity Taskforce investigated current efforts to intentionally engage with the LGBTQ campus community. From our meetings and discussions, we learned about the MCC Sexuality and Gender Acceptance Club, which “provides a Safe Space for any LGBTQ+ member or supporter. The club aims to break the common stereotypes associated with those in the LGBTQ+ community by promoting equality and, most of all, acceptance.”

The taskforce also learned that October is “LGBTQ History Month” and June is “Pride Month” to honor the 1969 Stonewall riots in Manhattan. Unfortunately, there does not seem to be any major recognition or coordinated intentional programming on the MCC campus during these designated months on a consistent basis.

Motion to approve recommendation for CD1819-02

MOT: G. Rotolo

SEC: A. Castiglia

Vote to accept recommendation for CD1819-02

Fav: 29 Opp: 0 Abst: 0

Campus Life and Community Concerns: L. Nagarajan-Iyer (for A. Hogan, Chair)

CL1819-02

Consider the need to keep wheelchairs available on campus for emergency use.

Rationale: In the event of the necessity of a rapid evacuation of a building, an accessible wheelchair could be life saving

Taskforce Report:

After careful review, we have determined that there is not a practical need for wheelchairs to be placed on campus to be used in the event of an emergency.

Task Force Rationale

Accessibility

In order for the wheel chairs to be used in an emergency situation, such as an evacuation, there would need to be a chair readily accessible in the building which was being evacuated. Therefore, there would need to be a wheelchair in each building. Additionally, there would be a need to find a place in each building in which the chair could be stored. This area would need to be clearly marked so that all would know where the chair is located within that building. In addition, the issue of securing the chair becomes an issue. The wheelchair would need to go into a closet or other type of enclosure. If this room were to be locked to prevent tampering or theft of the wheelchair, it would be difficult to access. Another option would be to keep the wheelchair within central locations on campus. Keeping a wheelchair located within a central location defeats the purpose of easy access, particularly in an emergency situation, as someone would need to get to that location to retrieve the chair, wasting valuable time.

Liability

The use of wheelchairs by those inexperienced with them could potentially open the college and/or employee to liability in the event of an accident.

Current Presence of Evac-chairs

Currently, the college has evac-chairs deployed in Chambers Hall, College Center, Crabiel Hall, Billy Johnson Hall, L'Hommedieu Hall, Raritan Hall, South Hall and West hall. These building all have second floors and these chairs are designed to transport victims down flights of stairs safely in the event that victim / patient cannot do so themselves. See image of an example of this on the second floor of College Center. The use of wheelchairs in these building becomes much less prevalent and diminishes the need.

First Responders on Campus

The college employs a full time police department which responds to incidents within approximately one minute. The police have the ability to immediately contact the fire department and ambulance personnel who would be used to evacuate those that can no evacuate themselves.

CL1819-03

Examine the need for a full time nurse on campus.

Rationale: Students, faculty, and staff may have health needs or questions that can be handled more expediently by full a time nurse.

Taskforce Recommendation:

The current nurse works part time, three days per week, from 8:30 a.m. – 4:30 p.m. That service falls under the umbrella of “Health and Safety”, a search term which may be unfamiliar to students. That department is located in the Mill Gate Building, a structure far removed from the busiest areas on campus. Given the above, it is recommended that the need for a full time or another part time nurse be explored further.

Per the website, the office can offer:

- Nursing assessment of health problems and referrals as needed.
- Health counseling to assist in coping with health problems and to help promote healthier lifestyles.
- First aid/urgent care that may help reduce serious complications.
- Immunization offered “at cost” to current students.
- Maintenance of health records required for all students participating in clinical areas required by contract with clinical sites.
- Sanitary supplies are available at the Health & Safety Office.
- Health information brochures are available.

The office is instrumental in maintaining health records for students participating in clinical areas and this is an important function and active area of service. The nurse accompanies police officers when they respond to a medical emergency on campus. The office has seen a steady decrease in students seeking their services. This could have resulted from the federal health mandate extending health insurance benefits to those up to 26 years of age and requiring that people purchase health insurance. The number of uninsured students dropped. However, the new federal administration plans to enact changes to the program in the upcoming year which may again impact students and their options for medical care.

Given the above information, it is possible that there may be a current undetected need for another part time or a full time nurse on campus if students were made aware of the services. It is also possible that depending federal laws impacting health insurance for the college age student population may again result in higher number of uninsured students.

(Dr. Abbott clarified that the recommendation is to continue to examine the need for a full time or another part time nurse)

Motion to approve recommendation for CL1819-03

MOT: M. Curry

SEC: A. Castiglia

A question was raised as to whether the task force would be recommending an RN (Registered Nurse) or LPN (Licensed Practical Nurse) as the difference in scope of practice between and RN and LPN could present liability issues to both the nurse employed and the college. The College currently employs a part time RN. The summer camp program employs its own nursing staff.

There was also discussion regarding the location of the nurse in the Mill Gate building, a considerable distance from most campus activity, but relocation was not included in this charge or recommendation.

Vote to accept recommendation for CL1819-03

Fav: 29 Opp: 0 Abst: 0

Motion passes

Charge CL1819-04

Investigate the need for signage on the exterior of campus buildings detailing the departments housed there.

Rationale: To clarify the location of Departments, Chairperson's and Administrative offices. Having this additional information on the outside of the building would certainly facilitate both students and visitors on campus by recognizing what is housed within each building.

Taskforce Recommendation:

We recommend maintaining the existing signage on the exterior of campus buildings. In addition, we recommend adding wall mounted directories inside the entrances of campus buildings with department locations that can be easily updated if departments change locations.

An effective form of direction or way finding, would be to have some decal signs on the floors in some buildings. See attached which exist at Bergen County College, NJ. These can be done on the decal printer in the VPMA department.

Rationale:

Back in 2004, Middlesex County College hired a consulting firm, Designer Systems to conduct a study of our building signs. Designer Systems worked with Deans, Chairpersons, Public Relations, MCC Police Department and Facilities. A message schedule was developed for each sign. A site plan was developed to identify the location of each sign. The cost for all of the campus signs was \$260,000.

There is a great expense to larger building signs for every campus building listing every department housed within each building. Each sign is roughly \$700 each. A low cost alternative can also be to promote the use of the website which includes an interactive campus map. This interactive map includes directions directly to the department one is seeking. We can incorporate an interactive campus map that includes department locations, on the new MCC App once it is launched by the college. In addition, some cheaper alternatives such as described above, which can be changed or amended if locations change.

Motion to approve recommendation for CL1819-04

MOT: C. Drew

SEC: C. Quillen

C. Quigley suggested that some exterior signs are out of date and do not properly reflect departments housed within the buildings. The recommendation provided only addressed adding interior signage.

L. Scherr questioned tabling the recommendation in anticipation of increased app functionality slated for the coming fall. It was pointed out that a charge for improved interior signage was already approved in recent years.

Dr. Abbott clarified that while the charge applied specifically to exterior signage, the recommendation presented refers only to interior signage.

Vote to accept recommendation for CL1819-04

Fav: 10 Opp: 10 Abst: 9

Motion Fails

Charge CL 1819-05

Investigate and recommend some environmentally sound practices and programs that the College can implement or in which the College can participate.

Taskforce Recommendation:

1. Be an EPA Green Power Partner. For more details visit:
<https://www.epa.gov/greenpower>
2. Establish a Sustainability team to address sustainability and waste reduction options, campus wide. Have this team head up 'Earth Week' in April.
3. Provide a link to "Ways You Can Protect the Environment" or "Ways You Can Help Save the Planet" on MCC Home Page
4. Promote enrolment to the new A.S. program in Sustainability and have non-credit courses housed within the Continuing Education area in sustainability.

Taskforce Rationale:

1. Being an EPA Green Power Partner, MCC can get expert advice/help on and access to tools and resources to identify the types of green power products that best meets MCC's energy goals and needs.
2. The Sustainability team would be responsible for assessing the current waste generation on MCC campuses, partner with local organizations such as Sustainable Jersey and Sustainable Jersey for Schools to explore ways to reduce, reuse, and recycle waste. This team would also make recommendations on and help in implementing programs on energy and water conservation –installation of energy and water saving touch free faucets and automatic flushometers in restrooms (in every building on Main, New Brunswick, and Perth Amboy Campuses) and water fountains. The team would also work with Facilities in purchase and training of their staff in the use of environmentally friend cleaning products with auto-dilution control to prevent waste and promote safety. The Sustainability team could head up activities and service learning projects for "Earth Week" in April of each year.
3. Any effort to reduce waste and saving our environment and planet starts with us. Providing a link on MCC Home Page would provide all stakeholders easy access to ideas and ways to reduce waste and do their part in protecting the environment and planet, so students, staff, faculty, administrators, and the community can find ways to be active participants.
4. Offering credit (the launch of the new Sustainability A.S. Program) and non-credit courses (via Continuing Education) in sustainability would provide various stakeholders (students, staff, faculty, administrators, and the wider community) an opportunity to learn and incorporate sustainability in their everyday life.

Motion to approve recommendation for CL1819-05

MOT: P. Muley

SEC: S. Syed

Vote to accept recommendation for CL1819-05

Fav: 29 Opp: 0 Abst: 0

Charge CL1819-06

Examine ways to reduce the amount of single-use plastics on campus.

Recommendation:

Immediate short-term: Provide plastic straw only upon request

Short-term: Encourage use of reusable containers such as lightweight stainless steel water bottles, glass bottles and straws, and To-Go-Cups

Long-term: Use of compostable and bio-degradable plates, cups, to-go containers, and utensils.

At the next Food services renewal of contract, write into the contract itself that

MCC has banned single use plastics and would need to provide more 'green' options for use on campus.

Rationale:

Immediate short-term: Many food establishments have adapted this option and provide a plastic straw only upon request, thus reducing the plastic straw waste. This is also done in Europe and Australia.

Short-term: MCC welcome pack should include lightweight stainless steel water bottles so new students can use these instead of plastic water bottles. Similarly, non-toxic, safe, clear glass bottles can be recycled. Reusable to-go-cups serve similar purpose and reduce the amount of paper or plastic cup usage.

Long-term: MCC can evaluate the use of non-plastic materials such as compostable or bio-degradable products, and work with the sustainability team and students in sustainability course(s) to develop ways to make compost or dispose of the bio-degradable products.

Motion to approve recommendation for CL1819-06

MOT: D. Grek

SEC: P. Muley

Vote to accept recommendation for CL1819-06

Fav: 23 Opp: 0 Abst: 6

Motion passes

Curriculum: n/a

Educational Resources: L. Hutchinson, Chair (student)

ERTF1819-02

Investigate ways in which to create more student engaged/collaborative seating in classrooms.

Rationale: Most classrooms at MCC have standard one-arm desk chairs arranged in rows and columns. This arrangement makes it difficult for the faculty to create collaborative learning experiences. The Task

Force can investigate what seating arrangements are utilized at other colleges and how those might be implemented at MCC.

Report: The task force composed a survey that was distributed to all students in the fall semester. The data has not been used to form a recommendation at this point.

NEW BUSINESS

N/A

REPORT OF THE CHAIRPERSON

The following curricula items approved by the College Assembly at the March and April meetings have been signed by Dr. McCormick, and forwarded to the Office of the Vice President for Academic and Student Affairs for implementation:

ENG 096	Integrated Developmental Reading and Writing
SOC 121	Intro to Sociology
SOC 223	Class and Social Inequality
SOC 224	Marriage and the Family
SOC 240	Sociology of Gender
EDU 280	Foundations of Teaching and Reflecting
ESL 056	Phonology and Discussion I
ESL 057	Reading and Speaking Level A
ESL 058	Writing and Structure Level A
ESL.UN	ESL Non-degree program

The following Fast Tracks have been approved since the February 2016 Assembly meeting:

MAT 285	Basic Statistics for Business Change in pre-requisite
LAMLA.AA	Liberal Arts: Modern Languages Change in requirements
BPPST.AS	Biology Pre-professional Transfer Change in outcome wording
BPPST.AS	Biology Pre-professional Transfer Change in footnote wording
BIO.AS	Biology Transfer Associate of Science Clarify electives

The fast tracks for the following Dental Hygiene courses all pertained to changes in course descriptions:

DHY 107	Preventive Oral Health Services
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DHY 108	Preventive Oral Health Services II
DHY 111	Nutrition and Oral Health
DHY 114	Dental Materials
DHY 115	Periodontology
DHY 207	Dental Health Education
DHY 208	Pharmacology
DHY 224	Dental Hygiene Seminar
DHY 218	Local Anesthesia and Pain Control

60 Credit Initiative

All programs to which the NJDOE mandate applied have successfully been reduced to 60 credits for degree completion. Thank you to everyone involved for making that a quick and efficient process and completing the task well in advance of the September deadline.

Public Health Associate of Science

Health Science Associate of Applied Science

Allied Health Pre-Professional Associate of Science

Fine Arts: Art Associate of Fine Arts

Fine Arts: Music Associate of Fine Arts

Fine Arts: Theatre Associate of Fine Arts

Ad-Hoc Governance Committee

A preliminary report will be emailed to College Assembly members. Possible recommendations include:

1. Create a Steering Committee that can generate the charges for the task forces to work on.
2. Require periodic reporting of the task forces at Assembly meetings to allow the body membership to provide input before final recommendations are presented and voted on.
3. Increase the presence of College Assembly:
 - a. Create an app for the myMCC page
 - b. Provide easily accessible information on the purpose of College Assembly and how to be involved
 - c. Participate in Open House events
 - d. Live stream assembly meetings.
4. Rather than ask for nominations to serve on task forces or the body by word-of-mouth, create an electronic nomination form that is sent out campus wide. In this way, people can self-nominate, and the College Assembly office can more efficiently create the ballots.
5. Enhance the existing task forces

- a. Provide training for task force chairs
 - b. Create a template for submission of minutes, reports, and recommendations.
 - c. Incorporate the value of diversity into all the other task forces
6. Improve feedback and follow through
- a. Report back to charge originators as to the status of the charge
 - b. Ensure implementation of College Assembly recommendations that have been approved by the President's Office.
 - i. This could be part of a Steering Committees work

Passing of the Gavel

As is College Assembly tradition, the departing Assembly chair passed the ceremonial gavel to the incoming chair, P. Farrett. Dr. Abbott expressed his gratitude to members of the Assembly and task forces, as well as the Assembly parliamentarians, John Kruszewski and Terri Orosz, and the College Assembly Department Assistant.

The gavel presented to Dr. Farrett is a gift donated in recognition of all the past accomplishments of the Assembly and the accomplishments to come in the future. In a tradition that was started in May 2000 by Marilyn Laskowski-Sachnoff, this gavel has been passed on to the incoming chairperson to represent the Chair's responsibility to guide the concerns, wishes, and desires of all the constituencies of the campus including faculty, staff, administration, and most importantly, students. On behalf of the College Assembly, Dr. Abbott wished Dr. Farrett the best and offered his support in the transition.

RECOGNITION AND HEARING FROM THE PUBLIC

Chair-elect P. Farrett presented a resolution in appreciation of Dr. Abbott's service as College Assembly chair, which reads as follows:

WHEREAS, Gary Abbott has served as Chairperson of the College Assembly since 2017, and his term is expiring at the conclusion of this academic year; and

WHEREAS, Gary Abbott served the College Assembly as Chairperson-Elect from 2015 - 2017; as Diversity Task Force member from 2014 - 2016; and

WHEREAS, Gary Abbott has served the Middlesex County College community as Chairperson of the ESL, Languages and Cultures Department since 2012; and

WHEREAS, Gary Abbott has played an integral role in the development and direction of Middlesex County College as a champion of the College's Study Abroad program, both internally and through a consortium of New Jersey county colleges; as a representative of the College's English as a Second Language Department at the NJCC ESL/Bilingual Administrators' meetings; as Co-Chair of MCC's Middle States Governance, Leadership, and Administration Working Group; as the Chair-Liaison to the Council for Adjunct Faculty Development; as an active member of the Arts and Sciences' Division Council; as a Planning Committee member for the Festival of the Arts and Sciences (2013 – 2014); as a member of the search committees for the Assistant Dean for the Division of Arts and Sciences and the Director of the Perth Amboy Center; as the department representative at numerous Middlesex County College Open House events; and

WHEREAS, Gary Abbott has had a positive impact on student success at Middlesex County College through his active involvement in English as a Second Language New Student Orientation, his advocacy for the expansion of the College's foreign language offerings to include Hindi and Chinese; his support for the curricular redesign of the English as a Second Language program; and

WHEREAS, his tireless dedication to the goals and success of the College Assembly will have positive implications for the future of MCC's governance system; and

WHEREAS, his integrity, intelligence, dedication, and foresight will serve as inspiration to the future of Middlesex County College's governance body

NOW, THEREFORE, BE IT RESOLVED as follows:

1. The members of the College Assembly of Middlesex County College, on behalf of the entire College community, do hereby recognize and acknowledge in deep gratitude and appreciation the outstanding contributions of Gary Abbott to the College Assembly and wish his continued success in all future endeavors.
2. The College Assembly does hereby offer a certified copy of this resolution to Gary Abbott as a memento to thank him for serving as Chairperson of the College Assembly.

Motion to Accept Resolution

Mot: T. Sabol

Sec: T. Orosz

The motion is approved by acclamation

(Dr. Farrett presented a framed copy of the resolution and a commemorative plaque to Dr. Abbott)

ADJOURNMENT

Motion to Adjourn

Mot: A. Castiglia

Sec: L. Tobin

Vote to adjourn

Fav: 29 Opp: 0 Abst: 0

The meeting was adjourned at 3:13 pm