



KEAN FEDERATION OF TEACHERS

An Association of Professors, Professional Staff and Librarians

Local 2187, American Federation of Teachers

Kean University, Union, N.J. 07083

Phone 908 737-3925 Fax 908 737-3929

LETTER OF AGREEMENT # 6

Recommendations

M E M O R A N D U M

TO: Kean College Contract Administration Team

FROM: Dr. Nellie Stone and Foster Diebold

re: Sub-Committee on Work Surroundings, Equipment and Support Personnel (page 38 of the Agreement - Letter of Agreement III)

SUBJECT: Recommendations

DATE: July 2nd, 1974

Attached hereto are the recommendations of the above indicated sub-committee. It is our understanding that after review, discussion and mutual agreement by the Contract Administration Team, recommendations will be forwarded to President Weiss in accordance with the Agreement, page 38 - Letter of Agreement #III.

The sub-committee met weekly since May 30th, and formulated the recommendations. It should be noted that the committee dealt with the areas which were mentioned in the Agreement (i.e. "office space, office equipment, telephones, lounges, classroom equipment, secretarial assistance and maintenance of facilities"), however, these specific items were mentioned in the Agreement in the context of "to examine such questions as office space, office equipment...." etc.. In this regard, the recommendations are submitted with the hope that "work surroundings, equipment and support personnel" will be recognized as ongoing matters of concern and the Contract Administration Team will deal with them in the future as necessity dictates.

The Committee recognized that the characteristics of the environment are a reflection of the academic quality of a college. It is recommended that the President appoint a standing committee which shall make recommendations to him regarding improvement of campus environment.

Should the Contract Administration Team wish a more detailed explanation of the recommendations, sub-committee members Nellie Stone and Foster Diebold will be available for this purpose.

Respectfully submitted:

cc: M. Kelland
W. C. Burger
C. Peterson
F. Finch
F. Dorn
G. Lynn
C. Hill
E. Callaghan

Nellie Stone
Dr. Nellie Stone (Local N.J.S.F.T.)

Foster Diebold
Foster Diebold (Kean College Administration)

I. Classroom Equipment

- A. A chalk board per instructional facility, of a size appropriate for that given instructional pattern, should be the standard.
- B. In all instructional facilities there should be adequate heating, ventilation, lighting; and other electrical facilities provided should be in safe and proper working order.
- C. The committee recognizes that certain conditions exist on a campus-wide basis (many out of necessity due to emergency or temporary conditions), which create acoustical problems making instruction, and other activities, difficult. A study should be made which identifies these problems, enabling the College to deal with them on a priority basis.
- D. Each academic building should have at least one (or more, if required) classroom facility equipped so as to provide appropriate light control for the use of film and opaque projection equipment, etc.
- E. Each classroom should be provided with a lectern, if requested.
- F. Consideration should be given to the provision of an appropriate ratio of left-handed desks in each classroom.
- G. After careful administrative consideration and budgetary approval, courses which are offered should be provided with the necessary instructional equipment.

II. Office Space

- A. Faculty should be alerted well in advance of impending moves. The Vice President of Academic Affairs and Institutional Planner communicate moves to the Deans who in turn consult with department chairpersons who in turn consult with faculty. Faculty feedback will be communicated to the Dean and the Institutional Planner by the department chairperson. The Administrative Report will carry notification of impending moves.
- B. The College should set as a goal an average of 100 square feet per faculty member for office space. Every effort should be made to achieve this goal, and if necessary, appropriate construction and refurbishing project requests should be contained within the budget submitted to officials in Trenton.
- C. Recognition and implementation of the need of each faculty member for an office arrangement which will make possible the holding of private conferences, preparation of teaching materials, advisement of students, carrying out of research activities, and consultation.

II. Office Space (Continued)

- D. Since office landscaping (an arrangement that does not provide for floor to ceiling fixed walls) does not satisfy conditions "B" and "C" above, its use in faculty offices should be curtailed. It is recommended that no new office landscaping facilities be constructed for faculty offices.
- E. In all offices there should be adequate acoustical consideration, heating, ventilation, lighting; and other electrical facilities provided should be in safe and proper working order.

III. Office Equipment

The College should set as a minimal standard for office equipment: a desk and an executive chair, one side chair, one filing facility containing four drawers, appropriate floor covering, book storage space of at least twelve linear feet, one waste basket, and one desk lamp where required.

IV. Secretarial Assistance

Departments should be made aware of procedures for requests of additional secretarial assistance. Utilization of permanent secretaries and student aides should be discussed by departments and an appropriate work schedule developed. Our institutional goal shall be, to provide one secretary for each fifteen faculty members within a department.

V. Telephones

The College should set as a goal, to be implemented within the next two years, that a telephone be installed in every faculty office.

VI. Lounges

Where possible, each building should provide a Lounge for faculty and staff to complement the proposed commons areas. These should be comfortably furnished and provide facilities for coffee making.

VII. Maintenance of Facilities

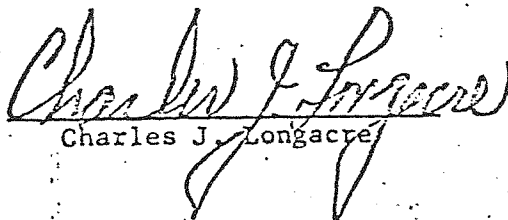
- A. To maintain faculty morale, as well as to support the primary mission of the College, its maintenance and custodial services should be responsive to faculty requests, and should be furnished promptly.
- B. Procedures for requesting custodial and maintenance services will be reviewed, published and available to all faculty. A manual should be prepared by the Division of Administration and Finance which explains the functions of maintenance and custodial services, specifies the communication patterns, and establishes a standard for time frames.

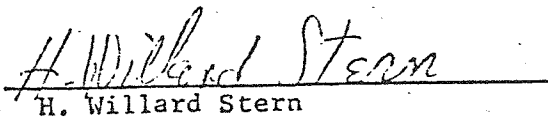
VII. Maintenance of Facilities (Continued)

- C. Every attempt should be made to provide adequate positions and the filling of available custodial positions. An attempt should be made to upgrade the quality of supervision of custodial personnel, particularly during the evening hours.
- D. Faculty members are expected to be responsive to college policies and procedures and abide by existing regulations such as no-smoking and eating in the classrooms.

Kean College of New Jersey

Kean College Federation
of Teachers


Charles J. Longacre


H. Willard Stern

Date: October 1, 1974