In August 2017, Montclair State University began a phased renovation of the University’s original and most iconic building. College Hall, built in 1908, is set to become the new home of centralized student academic support services.

Phase One will construct the first floor of the addition to the building.

Phase Two will complete the second and third floors of the addition and a complete life cycle renovation of the original building. The addition will be located on the northern side of the building (facing Sprague Library), where the bridge exists today, and will be oriented towards the center of campus.

Within the addition on the first floor will be a new Utilities Infrastructure Vault that will house critical services such as steam, chilled water and electrical distribution systems, a telecommunications equipment room, and network operations center.

The second floor will be a two-story atrium and home to Red Hawk Central, the campus hub for all admissions and academic support services.

The building is designed to be environmentally and socially conscious in the University’s noted “Mission Revival” style. Except for the addition on the North and West side the building will remain aesthetically intact. All of the original historic features will be restored to their early 1900’s look. The stucco, wood work, windows, roof will be replaced to match the original look. The interior is planned to be retrofitted with new energy efficient lights, new and improved
HVAC and plumbing systems, all of the common areas and restrooms will be updated to meet current codes. Historically inspired woodwork trim, copper ceilings, school house light fixtures, and transom glass windows allowing natural light into the center of the building have been meticulously thought through in every detail by University Facilities and HMR Architects, the Architect of Record for this project.

The University is currently working with its energy partners on getting all of the utility work completed prior to bringing in the Contractor to begin construction. The College Hall Renovation project is being managed by Senior Project Manager, Sharon Mahoney and it is currently on schedule to be bid and awarded to a Contractor in spring 2018. Due to the complexity of working on an historic facility, 18-24 months have been allocated for the completion of the project.

Montclair State University has been able to draw from it’s collegial presence to instill its core academic, social and cultural values on the newer facilities constructed over the past 20 years. University Facilities hopes that it can also be a symbolic time in our University’s history where we can start to depart from what we have done in innovative ways while still respecting our history.

It is an exciting time to be at Montclair State University!

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**Who’s Moving Into College Hall?**

**First Floor**
- Advancement Call Center
- Red Hawk Central Call Center
- Undergraduate Admissions
- Cafe
- Career Services
- SDCL
- Global Ed

**Second Floor**
- Office of the President
- Office of the Provost
- Red Hawk Central
  - Financial Aid / Student Accounts
  - Registrar
- University Counsel
- Commons – Student Lounge
- New “University College”

**Third Floor**
- Academic Success Center
- Center for Advising
- Disability Resource Center
- Educational Opportunity Fund
- Food Services
- SDCL
- Commons – Student Lounge
College Hall Renovation Utility Relocation Project

The renovation of College Hall includes the running of chilled water, steam, and electricity to the building from the University’s Cogeneration Plant. In order to efficiently take College Hall utilities off-line, make the necessary additional connections for the chilled water, steam and electricity, and move all the utility ducts and lines back post-construction, it is recommended that the University amend the agreement with its energy services provider, UMM to undertake this work.

Ancillary to this project is the movement and expansion of the University’s current fiber, telephone and data center. The College Hall Utilities vault will house the utilities infrastructure conduits, the chilled water, steam and electrical distribution systems, a new telecommunications equipment room, Network Operations Center, and data center spaces.

The construction is being performed by the University’s Energy Partner UMM. The work associated with this phase of work includes the excavation and rerouting of utility infrastructure work and equipment associated with the high and low pressure steam, chilled water services, and electrical distribution systems. MSU has engaged with UMM under a change order to the Energy Services Agreement to perform the work.

The installation of the new telecommunication utility manholes and ductbanks are complete and the University telecommunications contractor is rerouting data and copper cabling over the next 3 weeks. There will be intermittent shut downs during this period which require careful planning. Once the cabling work is complete, the existing telecommunication pathways can be removed so additional excavation for the rerouted steam and chilled water lines around the footprint of the new vault and addition can be completed. The existing generator has been relocated and pending additional electrical shut downs the existing switches and transformers can also be removed from within the footprint. This project is under budget and scheduled to be complete in April 2018.

Watch the College Hall Renovation Project LIVE

Construction Camera available on the University Facilities website 24/7

https://public.earthcam.net/msucam#/CollegeHall/CollegeHall/Live
A Look Inside the New School of Nursing

The 49,000SF newly renovated School of Nursing and Graduate School facility project entailed a complete interior renovation providing state-of-the-art facilities for the University’s burgeoning Nursing program as well as the Graduate School. While College Hall is under renovation this facility will also house the Provost’s office.

Three of its four floors are dedicated to the School of Nursing Clinical Training program. Work included a modern nursing skills laboratory, simulation labs with observation rooms, a mock quarantine room, debriefing rooms, anatomy and physiology labs, support and prep space as well as renovations to existing tiered lecture halls and faculty offices.

Student amenity space was augmented to include vastly improved lounge space for impromptu student gatherings and study sessions. The building is being improved to comply with current accessibility standards.

Architect: Clark Caton Hintz & TMG Engineering
Contractor: Hall Building Corp.
Photography: Jeffrey Totaro
Dress for Success with Professional Workplace Attire

Unlike other divisions at the University, the nature of the work that is performed within University Facilities requires that our employees adhere to certain industry standards which ensures safety, conveys employment status, and maintains a professional image. Clothing will be properly fitted and presentable with no rips, tears, tattered edges or patches.

Non-uniformed employees are expected to dress in business-appropriate attire, with safety in mind, and the appropriate footwear- which has been selected for both comfort and professionalism- should be worn at all times. Employees wearing open-toed shoes will not be allowed to enter shops and construction work areas. If the nature of your work necessitates that you visit such locations, open-toed shoes should not be worn. When visiting job sites employees should wear appropriate personal protective equipment.

✓ Clothing will be clean, neat, properly fitted and presentable.
× Undergarments must not be visible.
✓ Uniform shirts must be worn inside the pants at all times.
× Non-MSU-affiliated headwear and other workplace-inappropriate head coverings are prohibited.
✓ Knit caps are permissible in cool temperatures only.
✓ Do-rags and stocking caps are permissible only when worn underneath MSU headwear or other workplace-appropriate head coverings.
✓ Accommodations may be extended for religious head coverings, unless the article presents a safety hazard to the worker(s).

Can You Identify the Inappropriate Office Attire?
Montclair State Tobacco-Free Campus Plan

New University Policies on the Use of All Tobacco and Similar Products Took Effect on September 1, 2017.

Smoking, and/or the use of tobacco, vapor or similar products* is prohibited inside any campus building and all campus vehicles.

- **DO** use tobacco products in Designated Smoking Areas.
- **DO** Remain *at least 25 feet* from entries, outdoor air intakes, and operable windows.
- **DO** take advantage of MSU tobacco cessation programs and services, if interested.
- **DON’T** smoke in any Montclair State University-owned vehicle.
- **DON’T** smoke in any Montclair State University building.

The Office of Health Promotion has prepared a series of programs and services for the campus community that supports and encourages tobacco cessation. These will last until full implementation of the policy on September 1, 2020. If deemed necessary at that time, additional programs will be established.

*Products include, but are not limited to: Smokeless Tobacco (Chewing Tobacco, Snuff, Dip); Cigarettes; Pipes; Cigars, Cigarillos & Little Cigars; Electronic Nicotine Delivery Systems (E-Cigarettes, Vapor products & Vaporizers, Dry herbs & wax, E-Liquids); Waterpipes (including Hookah); Dissolvable Tobacco; Bidis; Kreteks

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On and Off-Campus Resources are Available to Assist You!

**Office of Health Promotion**
973-655-5271
located in the Student Center Annex, Room 205
and the Drop In Center

**University Health Center**
973-655-4361
located on the first floor of Blanton Hall

**New Jersey Quitline**
866-657-8677

Please forward questions to: tobacco-free@montclair.edu
For Now...Where Can I Smoke?

Effective Friday, September 1, 2017, use of all tobacco products are restricted to on-campus designated smoking areas which are located at least 25 feet from all entries, outdoor air intakes and operable windows. Tobacco products should only be used within 10 feet of each designated location.

All Designated Smoking Areas are marked clearly with a pole and red banner throughout campus (see left).

Please forward questions to: tobacco-free@montclair.edu

Machuga Heights
@ the bottom of the stairs in front of the center tower

Dinallo Heights
near Lot 23S

Blanton Hall
between Webster & Bohn Halls

Hawk Crossings
between Falco & Accipiter

Maintenance Building
near Sprague Field

Center for Clinical Services
in Lot 60 off of Clove Road

Russ Hall
between Russ Hall & Chapin Hall near the Chapin loading dock

Student Center
near the crosswalk by Science Hall & the Student Center

Village
in parking lot island between Williams & Sinatra Halls

Feliciano School of Business
near Dickson Hall

Sprague Library
near small service parking lot along University Promenade

Campus Designated Smoking Areas
as of 9/1/17

MSU will become 100% tobacco-free on September 1, 2020
University Vehicle Operations: Driver Responsibilities

University vehicles are made available for University business, and only authorized drivers who meet Minimum Driver Qualifications may operate them.

Vehicle Do’s

Drivers must possess a driver’s license valid in New Jersey which is appropriate for the vehicle being driven. All drivers must submit a copy of their motor vehicle driver’s license on an annual basis to the Risk Manager in the Office of the Treasurer.

Vehicle Don’ts

Vehicles may not be used to conduct any business, errands, or other tasks of a personal, recreational, or non-work-related purpose, at any time. Vehicles may not be used during unpaid lunch periods, paid work breaks, or during the course of the work day to travel to or from the work site to acquire personal items or to purchase or acquire personal meals, and refreshments off campus. Vehicles may not be driven to or from an employee’s home.

Don’t Forget...

⇒ The use of cell phones and hand-held electronic devices, while driving, is prohibited.
⇒ Transport of personal items or tools to and from MSU vehicles to personal vehicles is prohibited.
⇒ Operating a vehicle in a manner that could lead to personal injury or damage to the vehicle is prohibited.
⇒ Transport of persons, other than in the course of your assigned duties and responsibilities, is prohibited.
⇒ Smoking is prohibited in all University-owned vehicles.
⇒ University passenger vans are limited to no more than 10 passengers.
⇒ In accordance with New Jersey State Law, all University employee drivers and their passengers must use seat belts when traveling in University vehicles. Any and all fines resulting from the failure to wear seat belts will be the sole responsibility of the driver or passenger.
⇒ Dispensing university fuel into a private vehicle or container constitutes theft of University resources and is prohibited. Violators are subject to disciplinary action up to and including termination.

Drivers are required to complete pre and post-trip inspections at the beginning and conclusion of vehicle usage.

Forms are located in the vehicle.

Report mileage, condition of vehicle, presence of valid registration and insurance cards, comments, etc.

**Accident** [ak-si-duh nt] (noun) Any incident where a University-owned vehicle strikes another vehicle, person or object; or, any incident that may have caused damage to any University or privately-owned property.

Accident damages include those caused by another vehicle, road hazard, wildlife, weather, or vandalism.

All accidents must be reported, whether there is damage or not.

University Facilities relies on its fleet of 200-plus cars, vans, trucks, and buses to work properly and to present a professional image to our customers and the public-at-large. As State employees, drivers of University vehicles are obligated to conserve and protect state resources for the benefit of the public interest.

Responsibility and accountability for the appropriate use of state resources ultimately rests with the individual officer or employee, or with the officer or employee who authorizes such use. University drivers and/or department supervisors are accountable for the care of assigned vehicles.

Failure to report to a supervisor any damage to a University vehicle is a violation of University policy.

*Use the "Vehicle Body Damage Inspection Sign Sheet"* (above right) to document damages.
Welcome New Facilities Employees!

December 2017 - February 5, 2018

LEONARD PIGNATELLO  
Groundsworker  
Grounds & Landscape Services

KELLY THOMPSON  
Groundsworker  
Grounds & Landscape Services

WILLILAM HAUSMANN  
Assistant Director  
Facilities Information Technology

JOSEPH SILVA  
Plumber/Steamfitter  
Plumbing Services

MARTIN AFFUSO  
Plumber/Steamfitter  
Plumbing Services

KEITH BENJAMIN  
Sr. Repairer  
General Mechanics

ALAN JENKINS  
Sr. Repairer  
General Mechanics

TINA MARIE ASSOON  
Parking Coordinator  
Parking Services

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SERVICE MILESTONES
January – February 2018

5 YEARS
James Jones  
Anthony Vella  
Stephen Ruggiero  
Manuel Camacho

15 YEARS
Robert Ferrara

20 YEARS
Juan Alberto-Cruz

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Congratulations to former Grounds Worker Jose Cruz, who, upon the conclusion of an advertised search process, was the successful applicant appointed as an Assistant Head Grounds Worker in January 2018.

Congratulations to Michael Chiappa (right), who has been elected to serve as northeast quad director on the 2018-2019 National Board of the American Institute of Architecture Students. Michael has worked in the Department of Capital Planning and Project Management as a part-time CAD Draftsman since 2015. He in his final year as a graduate architecture student in the College of Architecture and Design at the New Jersey Institute of Technology. Among his many notable contributions to the Division, Michael is the designer of the Pipeline newsletter masthead.

Congratulations to Rashida Bulley, a Senior Building Maintenance Worker in the Housekeeping Academics unit, who began a Business Administration internship with the Division of University Facilities in January. Rashida, a senior Business Administration major with a concentration in Hospitality Management, is gaining practical experience in Facilities operations management by working on her personal time within administrative offices including Information Technology, Financial Management, Fire Safety, and the Office of the Vice President until May 2018.
On February 23, the Department of Facilities Logistic Support bid farewell to Supervisor of Shuttle Services, Leonard Hughes, who retired after 29 years of service to Montclair State University.

Beginning his career at Montclair State on April 25, 1989, Lenny was a versatile employee whose organizational and human relations talents enabled him to provide first-rate customer service in the Postal and Shuttle Services units. Lenny was a personable and knowledgeable supervisor who gained the respect of his staff through creating a fair and consistent work environment.

A supportive and enthusiastic gathering of colleagues, family, and friends gathered to wish Lenny well as he begins the next chapter of his life with his wife, Sherry and their children.

Congratulations to Lenny and the Hughes family!
Recognizing the Best and Brightest in University Facilities

Fred Weinspach, Scott Rizzuto, Glen Watson, Alejandro Paz, Chung Yen, Paul Martinelli, and Andy Felix received the Division’s first Star Service Award for teamwork. Not pictured are Robert Zandanel and Sergio Petruzziello.

Congratulations to the members of the Electrical Services unit, for receiving the Division’s first award rewarding workplace teamwork, the Star Service Award. The recipients are being honored for performing notable work at Panzer Gym and receiving praise from Director of Intercollegiate Athletics, Holly Gera.

The Star Service Award recognizes individuals or teams who demonstrate excellence in collaboration, commitment, innovation, leadership, and learning. Recipients receive a $25 Mastercard Gift Card.

Electrical Services honorees include Andy Felix, Paul Martinelli, Alejandro Paz, Sergio Petruzziello, Scott Rizzuto, Glen Watson, Chung Yen, Fred Weinspach, and Robert Zandanel.

Congratulations to Construction Field Assistant, Stephanie Walton (right), for receiving the Department of Capital Planning and Project Management’s first Employee of the Year Award in December 2017.

Associate Vice President for Capital Planning and Project Management, Mike Zanko created the Employee of the Year Award to recognize a Department employee who exemplifies character, builds community, demonstrates leadership, and promotes inclusivity. One CPPM employee will receive the award each year.

Stephanie was selected as the initial recipient due to her can-do attitude, her collaborative spirit, and her willingness to assume responsibility, think creatively, and persevere to complete a task.
Fred,

I want to thank you and your men today working together as a team to get almost all the steam valves installed at the Panzer Athletic Gym. This job task was very crucial to the operation of this very important building.

It was no easy task dealing with the tight space the men had to work with. All did a great job and should be commended for their efforts.

Again, Thank you.

-Holly Gera
Director of Intercollegiate Athletics

Mike,

I just wanted to drop you a note to tell you how wonderful Stephanie has been with moving the Provost Office here to the School of Nursing and with helping us move a faculty member here next week. She is always very responsive and gets everything we need done in a timely manner. She is always very polite and easy to deal with. I know many people work hard in your office but Stephanie has always gone above and beyond whatever we ask of her.

Thanks.

-Nicola Sullivan
Director of Administration, Academic Affairs
University Facilities Literacy Program Assists Adult Learners

In spring 2018, the Division of University Facilities implemented its first Literacy Program to assist employees with improved language skills in English. The goal of this program is to help students become more proficient readers and writers in English and to build communication skills to enable employees to be more effective at their jobs. Interested persons are given a needs assessment, through which the instructor is able to group them with the appropriate learning level class.

Nora Devine, an instructor in the Montclair State University Early Childhood, Elementary and Literacy Education Department, teaches English as a Second Language (ESL) and Group Literacy classes to UF employees three days a week. She additionally teaches Adult ESL and Literacy in the City of East Orange. Nora’s enthusiasm for her work is evident in her engaging personality. Indeed, she describes what she does as “a joyful job.” Her hope is that students become life-long learners by developing the tools to further literacy skills elsewhere, gaining the confidence to read advance texts and further their education. In her opinion, Nora believes that the most challenging aspect of the program is balancing “adult life issues (children, etc.)” with the attendance commitment required for learning; however, she reports that the UF staff enrolled in the program are “incredibly engaged” completing all homework assignments and displaying a particular eagerness to learn American History and Science.

Interested staff should contact the University Facilities Learning and Development office at uf-training@montclair.edu or extension 3304 for more information about program participation.
Employee ESL Class Schedule

Tuesday:
11:30 AM TO 12:30 PM - BEGINNING ESL
12:30 PM TO 1:30 PM - GROUP 1 LITERACY: BASIC THROUGH ADVANCED BEGINNER
1:30 PM TO 2:30 PM - GROUP 2 LITERACY: ADVANCED INTERMEDIATE

Wednesday:
9:30 AM TO 10:30 AM - ESL

Thursday:
9:00 AM TO 10:30 ESL
11:30 AM TO 12:30 PM - BEGINNING ESL
12:30 PM TO 1:30 PM - GROUP 1 LITERACY: BASIC THROUGH ADVANCED BEGINNER
1:30 PM TO 2:30 PM - GROUP 2 LITERACY: ADVANCED INTERMEDIATE

LOCATION: OVERLOOK ROOM 3022
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Location</th>
<th>Time</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 6</td>
<td>Literacy Program</td>
<td>Overlook 3007</td>
<td>11:30 a.m. – 2:30 p.m.</td>
<td>Pre-Approved Registrants</td>
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<tr>
<td>March 7</td>
<td>Basic Computer Class</td>
<td>Overlook 3002</td>
<td>11:15 a.m.</td>
<td>Pre-Approved Registrants</td>
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<tr>
<td>March 8</td>
<td>Basic 2 Computer Class</td>
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<td>Literacy Program</td>
<td>Overlook 3007</td>
<td>11:00 a.m. &amp; 3:00 p.m.</td>
<td>Pre-Approved Registrants</td>
</tr>
<tr>
<td>March 13</td>
<td>Literacy Program</td>
<td>Overlook 3007</td>
<td>11:00 a.m. &amp; 3:00 p.m.</td>
<td>Pre-Approved Registrants</td>
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<tr>
<td>March 14</td>
<td>Basic Computer Class</td>
<td>Overlook 3002</td>
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<tr>
<td>March 15</td>
<td>Basic 2 Computer Class</td>
<td>Overlook 3002</td>
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<td>Pre-Approved Registrants</td>
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<td></td>
<td>Literacy Program</td>
<td>Overlook 3007</td>
<td>11:00 a.m. &amp; 3:00 p.m.</td>
<td>Pre-Approved Registrants</td>
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<td>March 20</td>
<td>Literacy Program</td>
<td>Overlook 3007</td>
<td>11:00 a.m. &amp; 3:00 p.m.</td>
<td>Pre-Approved Registrants</td>
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<tr>
<td>March 21</td>
<td>Basic Computer Class</td>
<td>Overlook 3002</td>
<td>11:15 a.m.</td>
<td>Pre-Approved Registrants</td>
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<tr>
<td>March 22</td>
<td>Basic 2 Computer Class</td>
<td>Overlook 3002</td>
<td>11:15 a.m.</td>
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<td>Literacy Program</td>
<td>Overlook 3007</td>
<td>11:00 a.m. &amp; 3:00 p.m.</td>
<td>Pre-Approved Registrants</td>
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<tr>
<td>March 27</td>
<td>New Employee Orientation</td>
<td>Overlook 3002</td>
<td>9:00 a.m.- 4:30 p.m.</td>
<td>Participation by Invitation</td>
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<td>March 28</td>
<td>Basic Computer Class</td>
<td>Overlook 3002</td>
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<td>Pre-Approved Registrants</td>
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<td>March 29</td>
<td>Basic 2 Computer Class</td>
<td>Overlook 3002</td>
<td>11:15 a.m.</td>
<td>Pre-Approved Registrants</td>
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<td>Literacy Program</td>
<td>Overlook 3007</td>
<td>11:00 a.m. &amp; 3:00 p.m.</td>
<td>Pre-Approved Registrants</td>
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<tr>
<td>April 3</td>
<td>Literacy Program</td>
<td>Overlook 3007</td>
<td>11:00 a.m. &amp; 3:00 p.m.</td>
<td>Pre-Approved Registrants</td>
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<tr>
<td>April 4</td>
<td>Basic Computer Class</td>
<td>Overlook 3002</td>
<td>11:15 a.m.</td>
<td>Pre-Approved Registrants</td>
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<tr>
<td>April 5</td>
<td>Basic 2 Computer Class</td>
<td>Overlook 3002</td>
<td>11:15 a.m.</td>
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<td></td>
<td>Literacy Program</td>
<td>Overlook 3007</td>
<td>11:00 a.m. &amp; 3:00 p.m.</td>
<td>Pre-Approved Registrants</td>
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<tr>
<td>April 10</td>
<td>Town Hall Meeting with Vice President</td>
<td>CELS 120</td>
<td>9:00 a.m. &amp; 2:30 p.m.</td>
<td>All UF Staff</td>
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<td></td>
<td>Literacy Program</td>
<td>Overlook 3007</td>
<td>11:00 a.m. &amp; 3:00 p.m.</td>
<td>Pre-Approved Registrants</td>
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<tr>
<td>April 11</td>
<td>Basic Computer Class</td>
<td>Overlook 3002</td>
<td>11:15 a.m.</td>
<td>Pre-Approved Registrants</td>
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<td>April 12</td>
<td>Basic 2 Computer Class</td>
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<td>Pre-Approved Registrants</td>
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<td>Literacy Program</td>
<td>Overlook 3007</td>
<td>11:00 a.m. &amp; 3:00 p.m.</td>
<td>Pre-Approved Registrants</td>
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<tr>
<td>April 13</td>
<td>Quarterly Managers Meeting</td>
<td>Overlook</td>
<td>9:30 a.m.</td>
<td>Managers</td>
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<td>April 16</td>
<td>Employee Staff Retreat</td>
<td>NJSOC</td>
<td>All Day</td>
<td>Mgrs, Spv, Admin Staff</td>
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<td>April 17</td>
<td>Employee Staff Retreat</td>
<td>NJSOC</td>
<td>All Day</td>
<td>Mgrs, Spv, Admin Staff</td>
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<td>Literacy Program</td>
<td>Overlook 3007</td>
<td>11:00 a.m. &amp; 3:00 p.m.</td>
<td>Pre-Approved Registrants</td>
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<tr>
<td>April 18</td>
<td>NJAPPA Conference</td>
<td>Seaview, NJ</td>
<td>11:15 a.m.</td>
<td>Pre-Approved Registrants</td>
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<td>April 19</td>
<td>NJAPPA Conference</td>
<td>Seaview, NJ</td>
<td>11:15 a.m.</td>
<td>Pre-Approved Registrants</td>
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<td></td>
<td>Basic Computer Class</td>
<td>Overlook 3002</td>
<td>11:15 a.m.</td>
<td>Pre-Approved Registrants</td>
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<tr>
<td></td>
<td>Literacy Program</td>
<td>Overlook 3007</td>
<td>11:00 a.m. &amp; 3:00 p.m.</td>
<td>Pre-Approved Registrants</td>
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<tr>
<td>April 20</td>
<td>NJAPPA Conference</td>
<td>Seaview, NJ</td>
<td>11:15 a.m.</td>
<td>Pre-Approved Registrants</td>
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<td>April 21</td>
<td>Literacy Program</td>
<td>Overlook 3007</td>
<td>11:00 a.m. &amp; 3:00 p.m.</td>
<td>Pre-Approved Registrants</td>
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<td>Basic Computer Class</td>
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<td>11:15 a.m.</td>
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<td>April 26</td>
<td>Basic 2 Computer Class</td>
<td>Overlook 3002</td>
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<td></td>
<td>Literacy Program</td>
<td>Overlook 3007</td>
<td>11:00 a.m. &amp; 3:00 p.m.</td>
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