

Board of Trustees of Middlesex County College

Minutes of December 1, 1964 Meeting

A meeting of the Board of Trustees of Middlesex County College was held at the Court House, New Brunswick at 7:30 P.M., December 1, 1964. Board members present were Mrs. Carman and Messrs. Feakes, Hughes, Klegmon, L'Hommedieu, Marchitto and Venezia. Messrs. Blunt and Rowland were absent. Also present were Freeholders Costa and Deiner, Board Counsel Wilentz, County Planning Director Powell, Board of Freeholders Public Relations Representative Leury, County Engineer Representative O'Malley and Messrs. Winter and Baumann representing the consulting engineering firm of Vogelbach & Baumann. Mr. L'Hommedieu presided.

The regular order of business was suspended in order that the representatives of Vogelbach & Baumann could be heard and excused.

Mr. Hughes reported on activities of the Facilities Planning and Development Subcommittee concerning water and electrical services at the college site, and the need for separation of these services from Federal property to County property. He reported that the firm of Vogelbach & Baumann, currently engaged by the County for preparing plans and specifications for the separation of these utilities, has completed preliminary work and offered to complete the plans and specifications for the college. This firm estimates that construction costs will range between \$35,000 to \$50,000, with an engineering fee of 8% of the construction cost. They advised that authorization from the Board of Trustees is required.

A copy of the resolution from the Board of Freeholders authorizing the firm to undertake the separation of electrical and water services was submitted to Counsel Wilentz for study. He will in turn report to the Board as to any legal implications, and the authorization required for the firm.

Freeholder Deiner stated that the college could continue for the interim period with present electricity and water services, however a full separation from the Federal government must be made.

Freeholder Casto emphasized that the county's contract with Vogelbach & Baumann must be studied to insure that there is no duplication of payment or effort, and that the firm should close out its contract with the County and have the Board of Trustees enter into an agreement for completion of the work. It was pointed out that the Township of Edison has a contract with Vogelbach & Baumann for utilities work concerning that township and the Arsenal.

Mr. Hughes recommended that the firm of Vogelboch & Baumann be retained by the Board of Trustees and that the firm be authorized to prepare plans and specifications necessary at this time to insure the separation of facilities as required. The suggestion to retain the firm of Vogelbach & Baumonn was to be held in obedience pending Counsel's approval, and after consultation by Freeholder Deino with the County Treasurer and County Budget Director concerning financial arrangements to terminate the county's contract.

Mr. Hughes and Freeholder Costo suggested the services of County Planning Director Powell and the County Engineer to serve as technical specialists for the preparation of bids, and that two separate bids would be required -- one for electricity and one for water. County Planner Powell pointed out that any excavation work incident to these solicitations would be included in the bids received.

Representatives of Vogelboch & Baumann pointed out that before final work is completed, a master plan of the campus site should be prepared, as water lines should be planned for the location of buildings. At present, it was pointed out, plans provide for services to county and college owned land through one meter. Messrs. Winter and Baumann of Vogelboch & Baumann were then excused, and Chairman L'Hommedieu proceeded with the regular order of business.

Minutes of the November 24th meeting were read. Corrections were pointed out by Mr. Feokes as follows. In the penultimate paragraph on page 1, the date June 30, 1964, should be changed to read June 30, 1965, and the dates 1964-1965 should be changed to read 1965-1966. Further, he also pointed out that the minutes of the November 17th meeting reported in the second paragraph that all members of the Board of Trustees were sworn in. He pointed out that he (Mr. Feokes) was not sworn in on that date, and asked that the minutes be amended accordingly. The Secretary was directed to make these changes in the official minutes of the Board.

Mr. L'Hommedieu expressed the need for a policy statement on the public relations aspect of the work of the Board. He pointed out that Mr. Leury was invited to attend the Board meeting to participate in this discussion in view of his Public Relations work for the Board of Chosen Freeholders.

Mr. Wilentz advised the Board that action of the Board of Trustees came within the scope of the "right to know law", and that the Board, as a public body, is required by that law to permit attendance by the public at any "action" meeting of the Board. Mr. Wilentz pointed out that the general public has a right to attend meetings, however, the law does not require that meetings be announced and the public invited. Mr. Wilentz stated that executive sessions and subcommittee meetings are not considered "Board meetings for action", and are privileged meetings at which the public may be excluded. Mr. Klegmon pointed out that the By-Laws

will contain time and meeting place items concerning the Board of Trustees and that the By-Laws would be a public document available to all concerned.

Freeholder Deiner suggested that a meeting room be established in the event the public wishes to attend a Board meeting. It was agreed that the Board would continue to meet in the Library and when necessary, utilize the conference room on the same floor for executive sessions.

Mr. Leury advised that the need for a public relations policy is highly desirable. In the early months of the Board's activities, public curiosity and anxiety will be high. Mr. Leury suggested that all discussion and agreement for action be held at executive session and subcommittee meetings, and formal Board vote (action), taken at meetings the public can attend. Mr. Leury suggested that Board members should avoid interviews and discussions on issues before the Board which may not have been resolved to avoid conflict and misunderstanding. He suggested the Board appoint a Public Relations Committee or have one of its members clear all releases to the press. He further advised that he does not believe public relations will be an acute problem after the college is open. Mr. Leury pointed out that failure to release information to the press creates not only a demand for information, but also suspicion. Mr. L'Hommedieu thanked Mr. Leury for his assistance and invited him to visit with the Board again in two weeks. Mr. L'Hommedieu suggested a press release after the close of the December 1st meeting. Mr. Leury would prepare this press release and submit it to Mr. L'Hommedieu for approval prior to release. Mr. Klegman suggested that since Board members live in various parts of the county and read various newspapers published in the county, all items appearing in local papers concerning the college be submitted to the Secretary for filing in a public relations file.

Mr. Klegman reported on the activity of the By-Laws Committee and indicated that copies of by-laws of various colleges are being sent to him and that as soon as received, the By-Laws Committee will meet to determine the format and content of the by-laws.

In the absence of Mr. Blunt, Mr. Feakes reported for the Finance and Budget Committee. A copy of that report is attached. (Attachment A). Mr. Feakes also submitted a proposed budget for the period 1/1/65 to 6/30/65, drafted by the Finance Committee, and submitted a copy to Board members for review and discussion. Mr. Feakes pointed out that he is studying the feasibility of consolidating insurance for the college with existing county insurance, to obtain the best coverage and cost. A final report on this will be submitted at a later date. In the interim, Mr. Feakes reported that Liability and Workmen's Compensation coverage have been arranged by Mr. Valenti, insurance broker, to protect the interests of the Board and Board members.

Mr. Deiner stated that the college operating budget for 1/1/65 to 6/30/65, has to be approved by the Board of Directors before being submitted to the County Board of School Estimate, and that action on the proposed budget for the college should be completed for submission not later than December 15, 1964. It was agreed that the 1/1/65-6/30/65 proposed operating budget for the college would be finalized at the December 8th meeting, with all expense and revenue items shown. Freeholder Deiner pointed out that the costs for an auditor were not included in the budget and it was agreed that this item should be included. Mr. Deiner also pointed out that the Board of Trustees was not limited in its expenditures to the amount of any one line item, but that funds could be transferred between line items, provided the total operating budget was not exceeded.

Mr. Venezia, Chairman of the Executive and Staff Subcommittee, reported that his committee has contacted the office of Dr. Gleaser, of the American Association of Junior Colleges, requesting information on persons available for the position of College President and Consultant to the Board in choosing a College President, and salary ranges as appropriate. Mr. Venezia reported that Dr. Martin, President of the Westchester County College had also been called and that the Executive and Staff Committee is to meet with Dr. Martin to discuss this subject. Mr. L'Hommedieu advised that he will call Dr. Laffin concerning his interest in our school. Mr. L'Hommedieu also reported that he spoke to Dean Meder concerning applicants for the position of President and Consultant. Mr. L'Hommedieu reported that he also plans to speak with Drs. Raubinger and Ferrell of the State Board of Education. Mr. Wilentz suggested that Teachers College at Columbia be contacted for applicants for the position of President.

Mr. Hughes, reporting on progress of the Facilities Planning and Development Committee, stated that Board members (Mr. Blunt was absent), visited the college site on Saturday, November 28. He reported that buildings were in excellent condition and savings to the college in rehabilitation cost will be substantial.

Mr. Hughes advised that his subcommittee had met with Messrs. Winter and Baumann of the engineering firm of Vogelbach & Baumann, County Planning Director Powell, and Mr. O'Malley of the County Engineer's Office, to discuss the extent of work at the Arsenal concerning utilities, and the timing for the preparation of bid invitations for necessary construction.

Mr. Powell traced the facilities surveys and planning thus far undertaken at the Arsenal for the county college site. He indicated that the Laffin report provides a basis for the architectural work to be undertaken, and urged that a specialist in campus planning be retained. He provided Mr. Hughes with the names of three firms of national reputation in campus planning. They are: Sasaki, Walker & Associates, Cambridge, Mass., Skidmore, Owings & Merrill, New York City, and Caudill, Rowlett & Scott, Houston, Texas. Full agreement for the need and urgency of campus planning was expressed by the Board. It was also agreed that of the three names submitted by Mr. Powell, at least two would be contacted for their interest in site planning, and that two firms in the county would be contacted for their interest as well. Mr. L'Hommedieu complimented Mr. Powell on his assistance to the Board.

Freeholder Costo reported on his meeting with Drs. Raubinger and Ferrell of the State Board of Education concerning Federal and State aid for the colleges. He advised that ~~\$1,900,000 of State funds and \$1,330,510 of Federal funds are available to county colleges in New Jersey for the current fiscal year for capital purposes.~~ Mr. Costo advised that Ocean, Atlantic, and Cumberland Counties have been authorized county colleges, and that Ocean and Atlantic have appointed a Board of Trustees and architect, and that Cumberland will soon appoint its Board of Trustees. He stated that these three counties, along with Middlesex, lead the state in establishing county colleges, with Middlesex being in the best position for activation and capital assistance in view of the facilities at its Raritan Arsenal site.

Mr. Costo pointed out that each of these four counties is competing for the limited Federal and State funds available, and that at his meeting with State officials, he was advised that the first county submitting a valid application by March 15, 1965, will receive these funds. Since the formula for aid is based on a 40% Federal, 30% State, and 30% County capital assistance ratio, it is apparent, Mr. Costo reported, that there are sufficient funds in the current fiscal year for only one county's application. Mr. Costo urged that immediate action be taken to prepare and submit the application for funds, and complete the preliminary specifications and site planning required by the application to avail ourselves of the Federal and State funds. He advised that it may be possible to use the assessed value of land at the college for the county's share of funds, and that this matter is being reviewed.

Freeholder Costo also advised that we should make application for the Fall of September 1966 enrollment to the State Board of Education in order to qualify for State funds for operating costs. Mr. Klegmon pointed out that the county would be required to provide the full operating budget for the college until that date as it would require application by February of 1966, to the County, in order to have the school's operating budget approved beginning July 1, 1966. This indicates that possible financial assistance from the State for the operation of the college will not begin until September 1966, the anticipated date of opening of the college.

Mr. Costo reported that Dr. Raubinger has suggested an advisory board comprising members of Boards of Freeholders, members of County College Boards of Trustees, and members of business and the professions to assist in guiding the college county program throughout the State. Mr. Costo suggested Chairman, Mr. L'Hommedieu, as a member of that State Advisory Board.

Mr. L'Hommedieu reviewed the application for capital assistance required for State and Federal funds, and asked Mr. Powell to review the items on the application as relates to facilities. Mr. Powell will report back on this matter to the Board. Mr. L'Hommedieu suggested that the college architect, when retained, can work with the site planner and develop plans and specifications for construction work at the same time.

Mr. Powell suggested that he be given the opportunity to have a man of his staff review the facilities surveys undertaken thus far and advise the Board on the approach desirable for the site planner and architect. Mr. Feakes suggested that possibly the architect's work can be divided into a short-term or immediate function to rehabilitate buildings for the initial 500 student body, and a long term architectural submission for

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design for new construction, as this might expedite our application for Federal and State funds.

Mr. L'Hommedieu asked Mr. Wilentz if he could estimate, for budgetary purposes, the legal fees for the Board's annual budget. Mr. Wilentz reported that a \$2,000 annual fee would cover all meeting requirements with additional fees not to exceed \$4,000, to represent reasonable value of services rendered. Mr. Wilentz suggested that the \$2,000 annual fee and fees representing reasonable value of services rendered, could be reduced by the Board if deemed unreasonable, and that the amount agreed to by the Board would be acceptable to him. The Board of Trustees believed the fees suggested to be fair and reasonable and \$3,000 (one-half the maximum annual cost), was to be entered in the 1/1/65-6/30/65 Budget proposal.

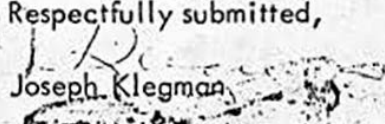
Mr. L'Hommedieu, on the suggestion of Mr. Feokes, recommended that a contest to design a Seal for the college, be held among seniors of the various schools of Middlesex County. The Board believed this to be an excellent suggestion. Mr. L'Hommedieu requested Mrs. Corman if she would explore the approach to be taken concerning this contest.

Mr. Denier advised that he would provide a file of Nursing Educational Grants to the Board for study, as Federal Capital Grants are available for this purpose.

The Board agreed to meet on Tuesday, December 8, and 15, and to recess on the normal meeting date of December 22.

The meeting was adjourned at 10:35 P.M.

Respectfully submitted,


Joseph Klegman

(Serving in the absence of Secretary Blunt)

REPORT OF FINANCE COMMITTEE

1. Committee conferred with Mr. Fringe, the County's insurance consultant, and Mr. Valenti, insurance broker, concerning the Trustee's need for comprehensive coverage. It was considered possible to temporarily cover the Board for liability by adding a rider to existing County policies. The Trustees should confirm the committee's authorization to gain temporary coverage under such existing county insurance.

Mr. Fringe was asked to prepare recommendations on a comprehensive insurance plan to cover all possible risks, to be effective when the college property is transferred to the Board on or about January 1, 1965.

2. The Committee recommends the adoption of the Proposed Budget for January 1, - June 30, 1965, submitted herewith. This must go to the Board of Estimate as soon as a meeting can be arranged to insure funds available by January 1st.
3. The 1965 - 66 Proposed Budget must be prepared and submitted to the Freeholders before February 1st (Practically speaking, they must have it by January 15th to be able to include the first half of that budget in its 1965 County Budget.) The Board of Estimate must then meet on the 1965 - 66 budget between February 1st and February 15th.

Robert R. Blunt, Chairman

Russell Feakes

Frank Marchitto

ATTACHMENT "A"

MIDDLESEX COUNTY COLLEGE

Proposed Budget
for
January 1, - June 30, 1965

Sources of Revenue

County of Middlesex

56,550
\$54,000

Appropriations

Current Expense

Administration

Salaries:

President (3 months @ \$24,000)	6,000
Business Manager (3 months @ \$12,000)	3,000
1 Secretary (6 months @ \$6,000)	3,000
1 Secretary (3 months @ \$4,000)	1,000

Contracted Services:

Legal Fees	3,000
Consultant (including expenses)	5,000
Architectural & Engineering Fees	10,000

Other Expenses:

Office Supplies	200
Expenses of Board Members	3,000
Moving of President	1,500

Operation

Salary of Custodian or Contracted Services (County)	3,000
Utilities (Telephone, Water, Electricity & Heat)	1,000

Maintenance

Contracted Services	5,000
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Fixed Charges

Insurance (Comprehensive plan including Fire, Liability, Workmen's Compensation etc.)	9,000
Social Security	350

Total Current Expense

\$54,500

Capital Outlay

Office Equipment

2,000

Total Appropriations

\$56,500

BOARD OF TRUSTEES OF MIDDLESEX COUNTY COLLEGE

Dec. 8

MINUTES OF MEETING

A meeting of the Board of Trustees of the Middlesex County College was held at 7:30 p.m., December 8, 1964, at the Middlesex County Courthouse. Members present were Mrs. Carman and Messers L'Hommedieu, Feakes, Venezia, Klegman and Blunt. Mr. Marchitto, absent at roll call, entered the meeting about an hour and a half later. Also present were Mr. Wilentz, Counsel; Mr. Fowell, Planning Board Director; Mr. Echert, Architect; and Dr. Laffin, a community college consultant.

Certain corrections were made in the minutes of the December 1st meeting as submitted, and these changes recorded in the text of the official minutes on file. Mr. Venezia moved, seconded by Mr. Feakes, that the minutes as corrected be approved. The motion was carried.

Mr. Venezia, Chairman of the Executive and Staff Committee, after reviewing the qualifications of the gentleman, recommended and moved the appointment of Dr. Charles W. Laffin as Consultant to the Trustees at \$100. per day plus expenses for a minimum of ten days on an exclusive basis for a three month period. Mr. Klegman seconded the motion. The motion was carried.

Mr. L'Hommedieu reported on a visit to the State Department of Education which led him to the conclusion that the Board should aim at filing on application for federal aid by the December 15th deadline. It was agreed that all efforts should be aimed toward that end.

In the absence of Mr. Hughes, Mr. Blunt reported for the Committee on Facilities Planning and Development. The report, a copy of which is filed herewith, outlined the committee's suggested procedures for the selection of architects and site planners. Mr. Blunt moved, seconded by Mr. Feakes, that the overall thinking expressed by the committee be approved. The motion was carried.

Mr. Blunt moved, seconded by Mr. Klegman, that the Chairman's emergency appointment of Mr. Echert as interim architectural planner as of December 4th at \$14.00 per hour including regular and overtime be confirmed. The motion was carried.

Mr. Powell, Planning Board Director, summarized the present situation with regard to the preparation the application for federal funds and related

materials; and further, he suggested next steps in the process.

Mr. Echert reviewed some of his preliminary thinking about building needs, particularly those areas to be used for purely instructional purposes since these are the only ones eligible for federal aid.

It was agreed that the instructional areas be built new and that converted buildings be used for auxiliary services. It was further agreed that the library be placed in an existing structure until some later year when a larger building is needed. The Trustees also determined that all planning and applications should be based on an initial enrollment of 500 and on a maximum capacity of 1000.

Mr. Blunt, Chairman of the Finance Committee, presented a revision of the proposed budget for the first six months of 1965. He moved, seconded by Mr. Venezia, that the proposed budget, attached herewith, be approved and sent to all members of the Board of School Estimate. The motion was carried.

The meeting was adjourned at 10:30 p.m.

Secretary

MIDDLESEX COUNTY COLLEGE

Proposed Budget

for

January 1, - June 30, 1965

Sources of Revenue

County of Middlesex \$56,550

Appropriations

Current Expense

Administration

Salaries:

President (3 months @ \$24,000)	6,000
Business Manager (3 months @ \$12,000)	3,000
1 Secretary (6 months @ \$6,000)	3,000
1 Secretary (3 months @ \$4,000)	1,000

Contracted Services:

Legal Fees	3,000
Consultants	5,000
Architectural & Engineering Fees	10,000
Audit Fee	500

Other Expenses:

Office Supplies	200
Expenses of Board Members	3,000
Moving of President	1,500

Operation

Salary of Custodian	
or	
Contracted Services (County)	3,000
Utilities (Telephone, Water, Electricity & Heat)	1,000

Maintenance

Contracted Services	5,000
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Fixed Charges

Insurance (Comprehensive plan including Fire, Liability, Workmen's Compensation etc.)	9,000
Social Security	350

Total Current Expense \$54,550

Capital Outlay

Office Equipment	2,000
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Total Appropriations \$56,550

MIDDLESEX COUNTY COLLEGE

Minutes of December 12, 1964

A meeting of the Board of Trustees of the Middlesex County College was held at 1:00 p.m., December 12, 1964, at the County Courthouse, New Brunswick, New Jersey. Members present were Mrs. Carman and Messers Blunt, Feakes, Klegman, L'Hommedieu, Marchitto and Venezia. Also present were Mr. Wilentz, Counsel; Messers Cestare and Lipman, County Auditors; Mr. Powell, Planning Board Director; Dr. Laffin, Consultant; and Mr. Eckert, Architect. Mr. L'Hommedieu presided.

The minutes of the December 8th meeting were approved with the following correction of the 6th paragraph: Mr. Eckert was employed " at the following rates: (a) Architectural Principal and Architectural Designer-Draftsman, to include regular and overtime - \$10.00 per hour.

(b) Administrative time, to include regular and overtime - \$4.00 per hour"

The Trustees were given an elaborate verbal report from Dr. Laffin, Mr. Powell, Mr. Eckert and Mr. Wilentz on their concentrated efforts since the last meeting. It seemed certain as a result of the planning done that the Board would be able to file its application for federal aid by the deadline, December 15th. The group was commended on their great effort.

The meeting was adjourned.

Secretary

BOARD OF TRUSTEES OF MIDDLESEX COUNTY COLLEGE

Minutes of December 14, 1964

A meeting of the Board of Trustees of the Middlesex County College was held at 7:30 p.m., December 14, 1964, at the Courthouse, New Brunswick. Members present were Mrs. Carman and Messers Blunt, Feakes, Hughes, Klegman, L'Hommedieu, Marchitto and Venezia. Also present were Mr. Wilentz, Counsel; Mr. Powell, County Planning Director; Mr. Eckert, Architect; Mr. Fleming, County Engineer; and Freeholders Burton, Deiner and Costa.

The minutes of the December 12th meeting were approved as submitted.

Messers Powell and Eckert presented the completed material to be submitted on December 15th in application for a federal grant toward construction costs. These gentlemen, along with Dr. Laffin were highly commended for the hard and excellent work they had done in the past week.

Messers L'Hommedieu and Hughes reported on a meeting with Dr. Raubinger, New Jersey Commissioner of Education, and Dr. Bambach, an assistant in the Division of Higher Education. These officials had stated that the State Department of Education would take no more than a month to review the Middlesex application prior to its submission to Washington. Dr. Raubinger's sincere interest in giving every assistance to get the County College program under way impressed the visiting trustees.

Mr. Venezia moved, seconded by Mr. Hughes, that the following resolution be adopted. On roll call the resolution was unanimously adopted.

RESOLUTION

"Whereas, the Board of Trustees of the Middlesex County College has heretofore, pursuant to R.S. 18:22-120, Prepared and passed a budget for the remaining portion of the fiscal year ending June 30, 1965, same having been passed during the calendar year in which the Board of Chosen Freeholders of Middlesex County first established a county college; and

"Whereas, the Board of Trustees of the Middlesex County College has determined that it is necessary to raise further funds, in addition to the amount set forth in said budget, in order to assure that the balance of funds, over and above any grant from the Federal government, required to defray the construction costs of facilities which will constitute the Middlesex County College will be on hand when needed, such assurance being required by virtue of Reg. Sec. 170.2 (d) implementing the "Higher Education Facilities Act of 1963", P.L. 88-204, and in particular Sec. 108 (b) (6) (B) of said Act; and

"Whereas, the amount over and above such Federal grant, application for which is about to be made by the Board of Trustees of the Middlesex County College, required to complete said facilities is \$2,246,120.00; and

"Whereas, of said amount \$1,123,060.00 is to be contributed by the State of New Jersey pursuant to R.S. 18:22-121 (a); and

"Whereas, of the balance, the sum of \$370,000.00 has heretofore been appropriated and raised pursuant to a bond issue of the

Board of Chosen Freeholders of Middlesex County, is therefore available without the necessity for further appropriations by said Board of Chosen Freeholders, and may be made available to the Board of Trustees of the Middlesex County College by virtue of a certification of the Board of School Estimate created pursuant to R.S. 18:22-114,

"Now, Therefore, Be it Resolved, by the Board of Trustees of the Middlesex County College that, by virtue of the foregoing facts, it is necessary during the fiscal year ending June 30, 1965, to raise the sum of \$753,060.00 in addition to the amount heretofore passed in the budget covering the period ending June 30, 1965,

"And be it further resolved, that the precise itemization indicating the calculations whereby said sum is arrived at is set forth on Exhibit A attached hereto and made part hereof,

"And be it further resolved, that the Secretary of this Board shall deliver to each member of the Board of School Estimate a certified copy of this resolution which shall constitute the statement of the amount of money, namely, \$753,060.00, which this Board hereby determines to be necessary for the purposes aforesaid, such necessity amounting to an emergency arising since the preparation of the aforesaid budget, said emergency consisting of the fact that assurances to the United States Office of Education that the aforesaid funds will be available must be provided on or before December 15, 1964, the date when the application by this Board of Trustees for Federal Funds must be made.

"Be it further resolved, that said Board of School Estimate is hereby requested to certify to the Board of Chosen Freeholders of Middlesex County the amount heretofore stated, namely \$753,060.00 conditioned upon the approval of the aforesaid application for a Federal grant, and

"Be it further resolved, that said Board of School Estimate is further requested to certify alternatively to said Board of Chosen Freeholders an amount not to exceed \$1,876,120.00 (conditioned upon the approval of the application for the aforesaid Federal grant) in the event the aforesaid grant from the State of New Jersey is less than that stated above, the certification to provide that the amount shall be decreased by the amount of any such State grant;

"And be it further resolved, that nothing contained herein shall prejudice the right of the Board of Trustees of the Middlesex County College to apply to the State of New Jersey through the State Board of Education pursuant to R.S. 18:22-121 and/or any other statutes for more than the amounts stated herein."

Exhibit A

Total cost of construction of Middlesex County College	<u>\$3,626,000.00</u>
Proposed construction financing plan of Middlesex County College:	
Federal grant under P.L. 88-204	\$1,379,880.00
State appropriation under R.S. 18:22-121(a)	1,123,060.00
County appropriations:	
Previously appropriated	\$370,000.00
Emergency appropriation	<u>753,060.00</u>
	<u>1,123,060.00</u>
Total cost of construction of Middlesex County College	<u>\$3,626,000.00</u>

At this point in the meeting a recess was declared for the purpose of permitting a brief meeting of the Board of School Estimate to take action on the foregoing request for capital funds.

Following the recess Mr. Blunt moved, seconded by Mr. Feakes, that the following resolution be adopted. On roll it was approved unanimously.

RESOLUTION

"Be it resolved, by the Board of Trustees of the Middlesex County College that the 'Application for Grant for Construction of Academic Facilities for a Public Community College or a Public Technical Institute' and all of the supporting documents attached thereto, which application and supporting documents were exhibited to and reviewed by said Board at its meeting, December 14, 1964, be and the same is hereby approved and shall constitute the application of this Board for such a grant pursuant to the terms of the 'Higher Education Facilities Act of 1963' (Title 1, Sec. 103, Public Law 88-204); and

"Be it further Resolved, that as to any and all actions, resolutions, and assurances required of this Board either expressly or implicitly by said application and said supporting documents (and in particular, without limiting the generality of the foregoing, the assurances expressed in Section R of said application), such actions are hereby taken, such resolutions hereby adopted, and such assurances hereby given as though set forth herein at length."

Mr. Blunt moved, seconded by Mr. Feakes, that the following resolution be adopted. On roll call this resolution was adopted unanimously.

RESOLUTION

"Be it resolved by the Board of Trustees of the Middlesex County College that its Chairman, Paige L'Hommedieu, is hereby authorized to file the "Application for Grant for Construction of Academic Facilities for a Public Community College or a Public Technical Institute" with the appropriate authorities, which application was approved by this Board of Trustees on December 14, 1964; and

"Be it further Resolved, that Paige L'Hommedieu is hereby authorized to execute said application on behalf of the Board of Trustees, the applicant, and to provide such additional information as may be required, and otherwise to act as the representative of the Board of Trustees in connection with said application including authorization to certify that all information contained in said application and the attached supporting documents thereto is true and correct.

"Be it further Resolved, that in the absence of Paige L'Hommedieu, or where it may be more convenient, the same authority granted by this resolution may be exercised by Robert Hughes, Vice Chairman of the Board of Trustees."

Mr. Venezia, Chairman of the Executive and Staff Committee reported that a procedure would shortly be developed to seek a president. He also reported, with Mr. L'Hommedieu, on a visit to the Westchester (New York) Junior College.

A brief progress report was given by Mr. Klegman, Chairman of the By-laws Committee.

Mr. Hughes, Chairman of the Facilities, Planning and Development Committee, reported that letters had been sent to six architectural firms outlining

The procedure for the selection of an architect. Meetings with these architects will be held on January 14th.

There was discussion of the need for an office secretary, the development of an office and preparation of the 1965-66 budget.

It was agreed that a meeting of the Trustees be held at 7:30 p.m., December 29th, for the purpose of adopting a proposed 1965-66 budget. The Freeholder members of the Board of School Estimate were invited to attend the session.

By unanimous consent, the Chairman was requested to express condolences from the Board to Dr. Laffin on the death of his wife.

The meeting was adjourned at 10:15 p.m.

Secretary

BOARD OF TRUSTEES OF MIDDLESEX COUNTY COLLEGE

Minutes of December 29, 1964

A meeting of the Board of Trustees of Middlesex County College was held at 7:30 p.m., December 29, 1964, at the Courthouse, New Brunswick. Members present were Mrs. Carman and Messers Blunt, Feakes, Hughes, Klegman and Rowland. Also present were Messers Wilentz and Hoffman, Counsel; and Freeholder Deiner. Mr. Hughes, Vice-Chairman, presided.

Minutes - The minutes of the December 14th meeting were submitted and approved without correction.

Communications - A letter from Commissioner Raubinger, acknowledging receipt of the Trustees resolution establishing the name of the college, was received. He stated that it would be submitted shortly to the State Board of Education for final approval.

A letter from Assistant Commissioner Kilpatrick, acknowledging receipt of the Board of School Estimate's certification of capital funds, was received.

Committee Reports - The Finance Committee presented a proposed budget for the 1965-66 school year. After considerable discussion, Mr. Klegman moved, seconded by Mr. Rowland, that the proposed budget, totalling \$210,000.00, and attached hereto, be adopted as the Board's proposed budget. The motion was carried unanimously.

The By-laws Committee reported that an initial draft of by-laws has been developed and that the Committee would soon be prepared to present a proposed set to the Trustees.

The Program Committee reported its intention to confer with guidance counsellors and certain consultants in preliminary planning of the educational program.

The Facilities Planning Committee gave further details as to the procedures leading to the interviews with six architectural firms on January 14th.

Mrs. Carman reported on her planning for a College Seal Contest. She will set up rules in consultation with a high school art teacher.

The next meeting of the Trustees was set for 7:30 p.m., January 12th.

The meeting was adjourned at 9:00 p.m.

Secretary

MIDDLESEX COUNTY COLLEGE
Proposed Budget for 1965 - 66

Current Expense

Administration

Salaries	
President (12)	\$20,000
Business Manager (12)	13,000
? Secretaries (12)	10,000
Contracted Services	
Legal counsel	6,000
Auditor	1,000
Office Supplies (including printing, postage, etc.)	3,000
Expenses of Administrative Officers	500
Expenses of Trustees	500
Other Expense	1,000

Instruction

Salaries	
Dean of Instruction (12)	14,000
Director of Technical Education (10)	10,000
Director of Arts and Sciences (10)	10,000
Admissions Officer and Registrar (10)	10,000
Librarian (6)	4,500
Clerical Assistant (4)	1,200
? Secretaries (10)	8,300
Supplies	3,000
Textbooks	500
Library (Books)	20,000
Audio Visual Aids	1,000
Other Expenses	1,000

Operation

Salaries	
Superintendent of Buildings and Grounds (6)	4,200
1 Custodian (12)	4,200
Janitorial Supplies	300
Fuel	1,500
Utilities (Gas, electric, water)	1,000
Telephone	2,000
Other Expenses	2,500

Maintenance

Contracted Services	10,000
Other Expenses	500

Fixed Charges

Social Security and Pension Obligations	3,500
Insurance	7,000
Other Expenses	1,000

Proposed Budget for 1965 - 66 (continued)

Evening School

Salaries

Director of Evening Program (10) \$ 10,000

1 Secretary (10) 3,800

Total Current Expense \$190,000

Capital Outlay

Site

Buildings

Equipment (Office) \$20,000

Total Capital Outlay \$ 20,000

Total Appropriations \$210,000

Note: Numbers in parentheses indicate probable number of months of employment.