

BOARD OF TRUSTEES FOR THE MIDDLESEX COUNTY COLLEGE

Minutes of April 6, 1965 Meeting

A special meeting of the Board of Trustees of The Middlesex County College was held at 7:30 p.m., April 6, 1965 at the Court House, New Brunswick. Members present were Mrs. Carman and Messrs. Blunt, Feakes, Hughes, Klegman, L'Hommedieu, Marchitto and Rowland. Mr. Venezia was absent. Others present were Messrs. Wilentz, Hoffman, and Mrs. Lake. Mr. L'Hommedieu, Chairman, presided.

Corrections were made in the minutes of the March 24th meeting as submitted; namely, the base bid of Freehold Electric Company to read \$65,395.00; and the overall cost of the site plan would not exceed \$20,000.00. A motion was made by Mr. Feakes and seconded by Mr. Rowland, that the minutes, as corrected, be approved. The motion was unanimously carried.

The following committee reports were submitted; and as certain matters were considered, appropriate action by the Trustees were taken:

PERSONNEL COMMITTEE

Mr. Rowland reported that Dr. Chambers is working on key staff positions. He is also investigating comparable salary scales in other state colleges.

EDUCATION COMMITTEE

Mr. Rowland reported on a letter received by Mr. L'Hommedieu from Mr. Jones of the Middle States Association of Colleges and Secondary Schools on accreditation. Mr. Jones informed the United States Office of Education that the College was accepted as a "Certified Correspondent" on March 25, 1965, and is in the process of accreditation. He stated that nothing is to be done on this now, but as a matter of record, the College will be billed for the annual correspondent's fee in September 1965; the College will be expected to make a progress report to the Commission on September 15, 1965, and will be visited by a representative of the Commission shortly after then, and from then on twice a year until it is accredited; the candidacy examination is scheduled tentatively for October 1967; and the evaluation for accreditation is scheduled tentatively for February 1969.

47

Mr. Rowland reported that the Committee on Education recommends the Board approve the following curricula to be offered by The Middlesex County College at its opening in September of 1966, subject to revision:

Liberal Arts
 Business Education
 Nursing Education
 Laboratory Technology
 Engineering Science
 Chemical Technology
 Electrical Technology
 Mechanical Technology

The Committee on Education also recommends the Board approve, again subject to revision if necessary, an enrollment of 500 day students in the College for the 1966-67 school year, as indicated below:

<u>Curricula</u>	<u>Approximate Enrollment</u>
Liberal Arts	125
Business Education:	
Secretarial - 50	
General Business - 125	175
Nursing Education - 50	
Laboratory Technology - 50	100
Engineering Science - 25	
Chemical Technology - 25	
Electrical Technology - 25	
Mechanical Technology - 25	100

A motion was made by Mr. Hughes and seconded by Mr. Marchitto that the program as outlined by the Education Committee be adopted as Board policy, subject to change as time goes on. After discussion the motion was unanimously adopted.

COMMUNITY AFFAIRS

Mr. Klegman reported that he is in the process of preparing a twenty page "Fact Sheet" for use by the Board and will submit a draft to all of the Board members for review, comments, and come up with a final product for a five minute or 45 minute talk.

Mr. Klegman commented on the press conference held in the College office last Thursday. He said that Dr. Chambers met with four members of the press from the Newark Star Ledger, Perth Amboy Evening News, The Daily Home News and Newark News. Dr. Chambers answered questions on his background and philosophy, and answered extremely well.

Mr. Klegman is going to look into getting on the mailing lists of the various newspapers.

FACILITIES AND EQUIPMENT COMMITTEE

Mr. Hughes reported that his committee met with Mr. Eckert and the representatives of the Master Site Plan firm at the office of Mr. Douglas Powell, Middlesex County's Planning Director. Also present was Mr. Reiser. After discussion of the necessity of an aerial survey as compared to a land survey and the economic factors of each, it was decided to recommend the aerial survey, which can be done for a little less than 50% of the cost of a land survey.

In the original Federal Application, there is an amount of \$5,000.00 for the Topography Survey for the area, which will be used for our immediate campus site. The cost of the aerial survey is \$8,000.00 so authority would be necessary for the spending of an additional \$3,000.00.

There will be an additional cost in connection with this topography survey as it relates to spot checking the manholes and other areas to make sure they correspond to the locations noted on the Federal plans, which we have been using up to the present time. This will be done on a cost plus basis by a land survey team under the direction of our architect. Approval of the amount of same will be sought at a later date when there is a better knowledge of its extent.

A motion was made by Mr. Blunt and seconded by Mr. Rowland, that the Board authorize the expenditure of a sum not to exceed \$3,000.00, in addition to the \$5,000.00 already authorized, for an aerial survey of the site. After discussion the motion was unanimously carried.

Mr. Hughes reported that the present buildings on our campus can be used for our purpose; and that 80% of the necessary conversion work will be part of the long term use of that facility. The Committee, therefore, sought approval of the Board to have the architect immediately take steps to get temporary plans ready, in consultation with the President.

During the summer these would be refined to the extent that specifications could be ready for approval by the State and bidding in September or October of this year. This work should not take more than four or five months, and will not interfere with the long term work by Eckert & Gatarz for the preparation of plans for the new buildings and Master Site Plan work. Mr. Eckert feels, it was reported, that the work directly connected with this conversion should be at the rate of 8%, and the Committee recommended this rate of payment and also asked for approval.

A motion was made by Mr. Marchitto and seconded by Mr. Rowland, that an amendment to the contract with Eckert & Gatarz be prepared to the effect that an 8% fee be allowed for conversion work and that approval be given to prepare such plans. After discussion the motion was unanimously carried.

FINANCE COMMITTEE

Mr. Blunt reported that the Finance Committee plans to meet in the College office on Friday morning.

Mr. Blunt reported that temporary life term insurance has been arranged for Mrs. Lake. She will participate in that to the extent that she would under the Pension Fund Plan.

Mr. Feakes reported that we have received from the County of Middlesex, for our 1965 budget appropriations, the sum of \$15,000. It was deposited in the First Bank and Trust Company.

Receipts		\$15,000.00
Expenditures:		
Alice Lake - Petty Cash Fund		25.00
Alice Lake - Salary 3/16 - 3/31	\$229.17	
Deductions for Soc.		
Sec. & Income Tax	<u>24.21</u>	<u>204.96</u>
Balance in First Bank & Trust Company		<u><u>\$14,770.04</u></u>

Mr. Feakes submitted the following vouchers for Board approval:

Restaino Electric Company of Newark - Electrical work	\$275.00
--	----------

47

Harry Strauss & Sons - Office Supplies - \$121.74

A motion was made by Mr. Feakes and seconded by Mr. Marchitto, that approval be granted for payment of these vouchers. After discussion the motion was unanimously carried.

Mr. Marchitto reported on a meeting with Mayor Yelencsics of Edison Township, together with Council President Dwyer, and Director of Public Works, Mr. Godwin. They indicated their support of the college and that efforts will be made to try to provide proper sewerage lines that can be tied into by September of 1966.

Mr. L'Hommedieu summarized conversations with Dr. Raubinger, Commissioner of Education, and Dr. Chambers on several aspects of state participation in the College's capital program. It was the consensus of the group that Mr. L'Hommedieu should send a letter to the State giving a breakdown of our capital costs, so that the Trustees can be advised by the State as to what State funds can be expected.

A letter was received from Dr. Guy Ferrell, State Director of Community and Two-Year College Education, in which he acknowledged receipt of notification by the Trustees concerning the appointment of Dr. Chambers as President.

The Chairman reported that the deed to the College property had been executed and is now in the hands of the Trustees.

There being no further business the meeting was adjourned at 9:45 p.m.

Secretary