

BOARD OF TRUSTEES OF THE MIDDLESEX COUNTY COLLEGE

Minutes of July 6, 1965 Meeting

A special meeting of the Board of Trustees of the Middlesex County College was held at 7:30 p.m., July 6, 1965, at the Court House, New Brunswick. Members present were Mrs. Carman, and Messrs. Blunt, Feakes, Hughes, Klegman, L'Hommedieu, and Marchitto. Messrs. Rowland and Venezia were absent. Also present were President Chambers, Messrs. Wilentz, Luery, Gatarz, and Mrs. Lake.

Correction was made to the minutes of the June 15th meeting as submitted; namely, the employment of Mr. Reynolds to be effective September 1 and not July 1.

A motion was made by Mr. Hughes, and seconded by Mr. Feakes, that the minutes, as corrected, be approved. The motion was unanimously carried.

FACILITIES AND EQUIPMENT COMMITTEE

Mr. Hughes distributed copies of the bids received in connection with the proposed work of rehabilitating the seven single dwellings and four duplex dwellings totalling \$79,887.60. It was the recommendation of the Committee that the bids be rejected and the architect put out new bids on the seven single units only, with alternates of leaving out one, two or three buildings of the seven. (This would not affect work on the President's house.)

A motion was made by Mr. Hughes, and seconded by Mr. Marchitto, that the bids received be rejected and the architect instructed to proceed with new bids on the seven single homes, including the President's house, with an alternate based on leaving out three homes. After discussion, the motion was unanimously carried.

Mr. Hughes reported on opinion of Counsel regarding the \$385.00 bill from Freehold Electric Company. Counsel advised the bill should be paid without prejudice on the part of the College as relating to any future claims by Freehold.

A motion was made by Mr. Hughes, and seconded by Mr. Blunt, that the bill of \$385.00 from Freehold Electric Company be paid without prejudice. After discussion, the motion was unanimously carried.

Counsel Wilentz reported on the proposed lease with the Vocational School Board of Education. The rental fee would be \$1.00 for a period of one year, with the right to terminate the lease on 30 days notice. They would have use of the building, parking privileges, and water without cost. They would be required to indemnify the College against any claims made as a result of use and they would be required to carry both fire and liability insurance. The Vocational School Board of Education will meet on Thursday, July 8, 1965, and will take action on that date.

A motion was made by Mr. Hughes, and seconded by Mrs. Carman, that the lease be approved and Chairman authorized to sign it for the Trustees. After discussion, the motion was unanimously carried.

Mr. Hughes reported on the status of the building program. Architect Gatarz reported that, to date, he has compiled space projections for the Master Plan which will include projections at 2,500, 4,000, and 5,000 students, and this, plus a gross adjustment sheet, will be submitted to the Board of Trustees at the first review of the Master Plan in September.

Counsel turned over to Dr. Chambers, for review, the suggested lease on the staff housing.

COMMUNITY AFFAIRS COMMITTEE

Mr. Klegman reported on the question of liability insurance coverage in regard to use of buildings and grounds by outside agencies. This will be referred to Counsel for opinion, and the insurance broker, Fraser Brothers, for report at the next meeting.

Updating of the film strip, slides, and the "Fact Sheet" will be referred to Dr. Chambers for approval.

It was the recommendation of the Committee that Mr. Rodney Luery be retained to provide information and publication services to the Board and College President for a period of four months, effective immediately, for a fee of \$1,000.00, covering all of the information he put forth in a proposal, dated May 21, 1965, and filed with papers supporting the minutes of June 1, 1965, to cover all expenses except those extraordinary expenses which would not necessarily fall into this type of fee.

A motion was made by Mr. Klegman, and seconded by Mr. Hughes, that Mr. Luery be retained to provide information

and publication services to the Board and College President for a period of four months, effective immediately, for a fee of \$1,000.00. After discussion, the motion was unanimously carried.

PERSONNEL COMMITTEE

Mr. Hughes reported on meetings with three candidates for the Dean of Administration. He indicated they were all excellent candidates. A further meeting is scheduled for Friday, July 9, to prepare a recommendation to the Board at the next meeting.

A need for personnel policies was indicated. Dr. Chambers was asked to make his recommendations at the next meeting. Mr. Wilentz was asked to report to Dr. Chambers regarding the law concerning participation in Civil Service for non-professional employees.

A motion was made by Mr. Feakes, and seconded by Mr. Blunt, that the College make application to participate in the New Jersey Public and School Employees Health Benefits Plan - basic and major medical coverage, effective August 1, 1965. After discussion, the motion was unanimously carried.

Counsel was authorized to draft the appropriate resolution to follow through on this application, and forward to the proper authorities in Trenton.

EDUCATION COMMITTEE

Mr. L'Hommedieu reported on a communication received from Middle States Association combining two of their categories for accreditation into one, changing the terminology from "Certified Correspondent" to "Candidate for Accreditation". No change is involved at this stage, the only difference in the future being that the College will not have to go through the former Candidacy Examination procedure. Under the new arrangement the Appraisal of Readiness will be the next step.

State Department Rules and Regulations were studied. The Trustees concurred with Dr. Chambers' suggestions. A motion was made by Mr. Blunt, and seconded by Mr. Feakes, that Dr. Chambers prepare these suggestions and send them to Dr. Ferrell of the State Department. After discussion, the motion was unanimously carried.

Dr. Chambers was instructed to meet with Dr. Coe of the Vocational Schools with regard to the "Position Statement", and report back at the next meeting.

FINANCE COMMITTEE

Mr. Blunt reported on the need for services of an auditor. The Committee recommended the appointment of Mr. Lloyd Cestare, of Lipman, Cestare & Lipman, Perth Amboy, as Auditor.

A motion was made by Mr. Blunt, and seconded by Mr. Marchitto, that Mr. Lloyd Cestare of Lipman, Cestare & Lipman, Perth Amboy, be employed as Auditor for the 1964-65 fiscal year, and the 1965-66 fiscal year, at a fee to be established upon the completion of service. After discussion, the motion was unanimously carried.

Mr. Blunt reported that the insurance broker, Mr. Dwyer, and two company engineers, will inspect all of the buildings on the campus on July 7. Mr. Dwyer will write binders as of July 8 to assume all risks now covered by other agents. Mr. Blunt will be in contact with Mr. Dwyer regarding coverage on the barracks and will request that he appear and present a report at the next meeting on the whole coverage.

TREASURER'S REPORT

Balance in the First Bank and Trust Company June 15, 1965, as previously reported	\$15,799.32
Received third payment from Middlesex County on 1965 budget appropriation (\$70,000 drawn to date)	<u>30,000.00</u>
	\$45,799.32

Disbursements:

Freehold Electric Company	17,656.65
Alice Lake - Petty Cash	20.40
Frank M. Chambers (\$268.75, 148.60, 140.50)	557.85
The Evening News	24.48
Home News Publishing Co.	22.80
Harry Strauss & Sons, Inc.	183.30
International Business Machines Corp.	<u>45.98</u>
	18,511.46

Disbursements - Brought Forward	\$18,511.46	
Alice Lake, Salary 6/15-6/30	202.67	
State of New Jersey Social Security Fund Tax withheld - quarters ended 3/31 & 6/30	58.17	
Employer Tax - quarters ended 3/31 & 6/30	58.13	
State of New Jersey Social Security Administrative Account-Administration fees for quarters ended 3/31 and 6/30	2.00	
Internal Revenue Service - Income Tax withheld to June 30	<u>111.30</u>	
Total Disbursements		<u>18,943.73</u>
Balance, First Bank and Trust Co., June 30, 1965		<u>\$26,855.59</u>

Mr. Feakes submitted the following vouchers for Board approval:

Frank M. Chambers - Consultant Fee 6/16-17-18	\$300.00	
Expenses	<u>82.00</u>	\$382.00
Frank M. Chambers - Consultant Fee 6/23-24	200.00	
Expenses	<u>25.25</u>	225.25
Harry Strauss & Sons, Inc. - Secretarial Chair		58.83
5 drawer file		121.13
Secretarial & file supplies		58.14
David H. Tyrrell - Expenses and mileage for consultation services - 6-16	12.79	
6-23	<u>11.47</u>	<u>24.26</u>
		<u>\$869.61</u>

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

COMMUNICATIONS

Mr. L'Hommedieu reported that all Grant transactions, State and Federal, took place in the various exchanges of letters, as follows: the State Grant is involved in the letters from Dr. Raubinger to Paige D. L'Hommedieu, June 16, 17, and 25; Mr. L'Hommedieu's letters to Dr. Raubinger, dated June 21 and 30; and Mr. L'Hommedieu's letter, with tabulation, to Dr. Kilpatrick, dated June 21. The signed Federal Contract went to Mr. Muirhead, Associate Commissioner for Higher Education, Washington, D.C., on June 28.

A motion was made by Mr. Marchitto, and seconded by Mr. Blunt, that Mrs. Lake become a Notary Public. After discussion, the motion was unanimously carried.

The next regular meeting will be held on July 20.

There being no further business, the meeting was adjourned at 10:42 p.m.

Secretary

79
BOARD OF TRUSTEES OF THE MIDDLESEX COUNTY COLLEGE

Minutes of July 20, 1965 Meeting

A regular meeting of the Board of Trustees of the Middlesex County College was held at 7:30 p.m., July 20, 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. Also present were President Chambers, Messrs. Wilentz, Hoffman, Eckert, Luery, Dwyer, and Mrs. Lake.

The minutes of the July 6th meeting were approved as submitted on motion made by Mr. Marchitto, and seconded by Mr. Feakes. The motion was unanimously carried.

FINANCE COMMITTEE

Mr. Blunt introduced Mr. Bernard Dwyer of Fraser Brothers, the Board's insurance broker.

Mr. Dwyer reported on the insurance coverage to date as listed in his letter of July 20, 1965, and filed with papers supporting the minutes of July 20, 1965.

PERSONNEL COMMITTEE

Dr. Chambers reported on the development of fringe benefits for secretarial, clerical, and building service employees, covering hospitalization and medical benefits; insurance and pension; vacations; sick leave and absence policy; compensatory time; and holidays. This report will be sent to all Board members for review.

A motion was made by Mr. Blunt, and seconded by Mr. Rowland, that in accordance with previous Board action, the following resolution be adopted for participation in the State Health Benefits Plan. After discussion, the motion for adoption of the resolution was unanimously carried.

RESOLUTION:

"A RESOLUTION to authorize participation under the Public and School Employees' Benefits Act of the State of New Jersey.

"BE IT RESOLVED:

"1. The Board of Trustees of the Middlesex County College hereby elects to participate in the program provided by the Public and School Employees' Health Benefit Act of the State of New Jersey (L.1964,Ch.125) to become a participating employer and to authorize coverage for all the employees and their dependents thereunder in accordance with the statute and regulations adopted by the State Health Benefits Commission.

"2. As a participating employer we will pay and remit to the State Treasury contributions to premiums on account of employee coverage and periodic charges in accordance with the requirements of the statute and the rules and regulations duly promulgated thereunder.

"3. We hereby appoint the President to act as Certifying Agent in the administration of this program.

"4. This resolution shall take effect immediately and coverage shall be effective as of September 1, 1965, or as soon thereafter as it may be effectuated pursuant to the statutes and regulations."

Dr. Chambers reported that Mrs. Lake does not have major medical coverage as this is not provided with basic Blue Cross and Blue Shield; and that he also will not have this coverage as of August 31.

A motion was made by Mr. Hughes, and seconded by Mr. Blunt, that Mr. Dwyer be authorized to secure major medical insurance covering Dr. Chambers and Mrs. Lake until the State Plan becomes effective. After discussion, the motion was unanimously carried.

Mr. Hughes reported for the Committee on the employment of a Director of Administrative Services. He read the communication from Dr. Chambers to Mr. Venezia dated July 12, 1965, as quoted below:

"I am pleased to recommend to you Mr. Robert Sharpe for appointment to the position of Director of Administrative Services. Mr. Sharpe will report to the President of the College and will have direct responsibility for:

Academic Budgets
Construction project supervision
Education building planning

- Business systems as related to academic purposes
- Supervision of financial aids in scholarship programs and loan programs
- Supervision of data processing equipment
- Supervision of a book store
- Supervision of administrative personnel and personnel policies
- Supervision of cafeteria and snack bar
- Supervision of buildings and grounds and maintenance services
- Supervision of all purchasing
- Management of property
- Supervision of space utilization plans and scholastic space use

"Mr. Sharpe was among more than twenty applicants for this position. Nearly all of the group that appeared to have qualifications for this position were interviewed and four primary applicants were interviewed by members of the Personnel Committee of the Board and the President. Mr. Sharpe appears to have the experience and education appropriate to meet the responsibilities of this position. He has been employed as a teacher in a two-year college and then as an administrative official in charge of business affairs. He has also managed several private business enterprises. He is a member of the New York State Community College Business Officers Association. He was elected Vice President and would have assumed the Presidency in this next year."

A motion was made by Mr. Hughes, and seconded by Mr. Rowland, that Mr. Robert H. Sharpe be employed as Director of Administrative Services, at a salary of \$12,533.00 for a period of one year, effective September 1, 1965. After discussion, a roll call vote was taken. Mrs. Carman and Messrs. Blunt, Feakes, Hughes, L'Hommedieu, Marchitto, and Rowland, voted in the affirmative, and Mr. Klegman voted in the negative. The motion was carried.

Mr. Hughes reported that Dr. Chambers will need a couple of maintenance people in the very near future and a recommendation would be made at the next meeting.

EDUCATION COMMITTEE

Dr. Chambers reported that a visit by Dr. Finla Crawford has been scheduled for Wednesday, October 20. Dr. Crawford is the representative of Middle States Association on accreditation. He thought it would be desirable for the Trustees to meet Dr. Crawford and, if possible, have luncheon with him.

Dr. Chambers reported on his meeting with Mrs. DeMeola, Assistant to the Executive Secretary of the New Jersey Board of Nursing. Her reaction to adding a nursing program to the College was very enthusiastic. She felt the program would add measurably to meeting the problem of nurses in the State and offered to come down to a proposed meeting, together with Dr. Yaczola, our consultant, with hospital administrators and representatives of the nursing profession about the 19th or 20th of August.

Dr. Chambers reported that he is planning to visit Union Junior College and Monmouth College. He will notify Board members of the date so that any members can join him in the visit. He felt these visits ought to be made fairly soon and expressed concern that our institutions should not overlap and do redundant things.

Dr. Chambers reported that the appointment of advisory committees can begin this Fall. He feels they will be a big help to the College in planning curriculum.

Dr. Chambers further reported that he met with Dr. Coe of the Vocational Schools in regard to a joint statement by the Vocational Schools and the County College. They both felt that the two programs are complimentary to each other and that relations are very good. The programs will not overlap but the College will fill in gaps that have not been filled before. Both Dr. Coe and Dr. Chambers will go over this joint statement and hope to bring it to their respective Boards for approval at an early meeting.

TREASURER'S REPORT

Balance in the First Bank and Trust Company
July 6, 1965, as previously reported \$26,855.59

Receipts - None

Disbursements:

Vouchers approved 7/6/65 meeting	
7/8 - Frank M. Chambers	607.25
7/8 - Harry Strauss & Sons, Inc.	238.10
7/8 - David H. Tyrrell	24.26
	<u>869.61</u>

Frank M. Chambers--Salary 7/1-15	
net of tax deductions	705.86

Disbursements - Cont'd

Alice Lake--Salary 7/1-15
net of tax deductions

202.67

1,778.14

Balance, First Bank & Trust Company
July 20, 1965

\$25,077.45

Mr. Feakes submitted the following vouchers for Board approval:

Home News Publishing Co. - Bid advertising 7/9		\$	22.32
The Evening News - Bid Advertising 7/10			24.96
Frank M. Chambers - Expenses at Board of Freeholders Meeting, Atlantic City 6/26			64.85
Alice Lake, Petty Cash - Postage			20.00
Alice Lake - Reimbursement for Notary Public Application fee			10.00
Frank M. Chambers - Rent 7/15 - 8/15	136.00		
Expenses	<u>34.85</u>		170.85
Middle States Association of Colleges and Secondary Schools - Publications			<u>1.80</u>
			<u>\$314.78</u>

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

COMMUNITY AFFAIRS

Mr. Klegman reported that "No Trespassing" signs are being secured for posting on the College property.

Mr. Klegman reported that he is preparing a form for use of outside agencies desiring to use College property. This form will be submitted to Counsel for review.

FACILITIES AND EQUIPMENT COMMITTEE

Mr. Hughes reported on the receipt of bids on the housing rehabilitation program at 11 o'clock, July 20, 1965. After study of all base bids and alternates, the Committee recommended the awarding of contracts to the low bidders as follows:

General Construction:

Broan Associates	Base bid	\$40,000.00
	Alternate Deductions	- 1,850.00
	G1 and G2	
	Total Contract	<u>\$38,150.00</u>

Plumbing:

Donald C. Rodner	Base bid	\$ 5,413.00
	Alternate Deductions	
	P1 and P2	- 896.00
	Total Contract	<u>\$ 4,517.00</u>

Heating:

Donald C. Rodner	Base bid	\$ 8,838.00
	Alternate Deductions	
	H1 and H2	- 1,070.00
	Total Contract	<u>\$ 7,768.00</u>

Electrical:

Edison Electric	Base bid	\$ 7,200.00
	Alternate Deductions	
	E1 and E2	- 1,160.00
	Total Contract	<u>\$ 6,040.00</u>

A motion was made by Mr. Hughes, and seconded by Mr. Marchitto, that contracts be authorized with the foregoing contractors for the amounts listed, subject to approval of Counsel, and further that the architect's fee of \$4,518.00 and the maximum cost of \$1,500.00 for five kitchen ranges for the homes be approved. After discussion, the motion was unanimously carried.

Mr. Eckert presented schematic plans of Project #2 - new classroom building and laboratory building; Project #5 - the faculty office building (also numbered as 118-120); Project #6 - the clinic and book store building #116; and Project #7 - temporary classroom building, #224:

A motion was made by Mr. Hughes, and seconded by Mr. Rowland, that the schematic drawings of Projects 2, 5, 6, and 7, be approved, and that Mr. Eckert be authorized to submit them to the State Department of Education for preliminary approval. After discussion, the motion was unanimously carried.

Dr. Chambers reported that it is necessary to move the office out on the campus as early as possible.

A motion was made by Mr. Rowland, and seconded by Mr. Blunt, that the Facilities and Equipment Committee be given authority to have the necessary plumbing, electrical, and cleaning work done in two of the duplex buildings for temporary offices, at a cost not to exceed \$2,000.00. After discussion, the motion was unanimously carried.

The next regular meeting will be held on August 17, and a special meeting, if necessary, on August 3.

The meeting was adjourned at 11:15 p.m.

Secretary

MIDDLESEX COUNTY COLLEGE

PERSONNEL POLICIES
FOR
SECRETARIAL, CLERICAL AND BUILDING SERVICE EMPLOYEES

Hospitalization and Medical Benefits

New Jersey State Employees Health Benefits Plan - Basic and Major Medical Coverage.

Coverage for full-time employees starts on the 1st of the month following three months of continuous full-time service, and is furnished without cost to employee. Coverage for dependents may be purchased.

Insurance

Public Employees Retirement System or Teachers Pension and Annuity Fund. (Contributory and non-contributory program)

Workmen's Compensation.

Pension

Public Employees Retirement System or Teachers Pension and Annuity Fund.

Vacations

One working day for each full month of service during the first year. ^{up to 15 days} Fifteen days or three weeks for one to 20 years, and 20 days for 20 or more years. (Office and Laboratories)

Service Workers (Building & Grounds, Maintenance, Food Service, Custodial, Unskilled) - Less than one year - one working day for each full calendar month of service, not to exceed 10 days; 1 to 10 years - 10 working days; 10 to 20 years - 15 working days; 20 or more years - 20 working days.

Sick Leave

Ten days sick leave per school year. If an employee does not use the 10 days in any one school year, he or she shall be allowed to accumulate all of the unused portion without limit.

Excused Absence not due to Personal Illness or Injury.

Death in the Immediate Family. Employee shall be entitled to a maximum of four consecutive paid days absence without loss of pay,

provided that not more than two unpaid days intervene, and provided that one of these four days include the day of the death or day of the funeral. The immediate family is defined as spouse, parents, ^{mother in law} brother, sister, child, grandparents, grandchild or any member of the family living in the same house.

Court or Military Orders. No loss of pay due to court subpoena, jury duty, selective service or military directive when compliance is mandatory and must be carried out during school hours.

Other Excused Absences. In addition to absences under Death in the Immediate Family and Court or Military Orders, each employee may request to be excused without loss of pay for not more than three days per school year for the following reasons and under the following conditions: Religious holidays, illness of other members of the family, attendance at a funeral other than immediate family, personal business which cannot be handled outside of school hours - such as moving from one domicile to another, wedding or birth in the immediate family, unforeseeable emergencies.

Compensatory Time. Authorized work beyond the normal workday or week may be compensated through "compensatory time". Compensatory time shall be granted upon the recommendation of the supervisor and approval of the Director of Administrative Services.

Paid Holidays

Eight paid holidays or compensatory time - New Years Day, Washington's Birthday, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas. In addition, other holidays may be declared from time to time by College authorities.