

BOARD OF TRUSTEES OF THE MIDDLESEX COUNTY COLLEGE

Minutes of August 18, 1970 Meeting

A regular meeting of the Board of Trustees of the Middlesex County College was held at 7:45 p. m. , August 18, 1970, in the Board room on the college campus. Members present were Mrs. Carman and Messrs. Blunt, Feakes, Klegman, L'Hommedieu and Marchitto. Messrs. Brady, Rowland and Venezia were absent. Also present were President Chambers, Mr. Hoffman, Secretary - Mrs. Widis, and other visitors.

Mr. Feakes requested that the Minutes of July 21, 1970, be corrected to delete the name of Robert J. Chamberlain, Coordinator of Radiologic Technology from the list on page 170, inasmuch as his appointment was acted upon on page 165 of the same minutes.

Mr. Feakes moved, seconded by Mr. Klegman, that the Minutes of the regular meeting of July 21, 1970, be approved as corrected. The motion was unanimously carried.

FACILITIES AND EQUIPMENT COMMITTEE

Mr. Marchitto reported the Health Technologies Center approximately 80% complete. The job is proceeding as closely as possible in accordance with schedule. The plastering is being pursued slowly because of a lack of available plasterers. The engineer is encouraging bringing painters onto the site for final painting. Mr. Marchitto stated that the Health Technologies Center may be usable in October.

Mr. Marchitto moved, seconded by Mr. Feakes, that the following construction progress payments, having been approved by the architect and the college engineer, be approved for payment:

Sisler Brothers Construction Company, Inc. The Health Technologies Center General Construction Payment #13	\$49,815.00
Boro Plumbing and Heating Company The Health Technologies Center Heating, Ventilating, and Air Conditioning Payment #7	\$35,424.00
Knight Electric Company, Inc. The Health Technologies Center Electrical Payment #13	\$12,990.60

After discussion, the motion was unanimously carried.

Mr. Marchitto moved, seconded by Mr. Feakes, that a contract for the printing of the school newspaper during the 1970-71 school year be awarded to Spallucci & Son, Inc., of Piscataway, New Jersey, at its bid price of \$225.00 per issue; said bid being the lowest among four received on July 10, 1970. After discussion, the motion was unanimously carried.

Mr. Marchitto moved, seconded by Mr. Klegman, that a contract for printing of a four part snap-out form for the Division of Continuing Education be awarded to W. S. Cluff Associates, Inc., of Cranford, New Jersey, at its low bid price of \$301. for 10M; said bid being the lowest among six bids received on July 16, 1970. After discussion, the motion was unanimously carried.

Mr. Marchitto moved, seconded by Mr. Klegman, that a contract for the printing of traffic regulation brochures be awarded to Graphic Color Company, South River, New Jersey, at its low bid price of \$763.50; said bid being the lowest bid among four received on July 26, 1970. After discussion, the motion was unanimously carried.

Mr. Marchitto moved, seconded by Mr. Feakes, that the following construction progress payment, having been approved by the architect and the college engineer, be approved for payment:

Bloomfield Mechanical Contractors, Inc.	
The Health Technologies Center.	
Plumbing	
Payment #11	\$2,970.00

After discussion, the motion was unanimously carried.

Mr. Marchitto moved, seconded by Mr. Feakes, that the single bid received on gasoline, on August 11, 1970, be rejected.

NOTE: Gasoline may be purchased on State Contract at 13.2¢ per gallon from Gulf Oil Corporation. Bids were sent out to determine whether or not the College could get a better price, but only one bid was received and it was for 19.5¢ per gallon.

After discussion, the motion was unanimously carried.

Mr. Marchitto moved, seconded by Mr. Blunt, that contracts for furnishing Chemistry Supplies be awarded to the following companies in the amounts listed; said amounts representing the lowest prices among ten bids received on August 11, 1970: (Dry Chemicals.)

ICN Nutritional Biochemicals	
Cleveland, Ohio	\$ 1.75
Sargent Welch Scientific Company	
Springfield, New Jersey	132.87

W. A. Benjamin, Inc. New York, New York	\$ 148.50
Fisher Scientific Company Springfield, New Jersey	32.25
Sigma Chemical Company St. Louis, Missouri	8.00
Scientific Products Edison, New Jersey	269.52
Para Scientific Company Trenton, New Jersey	167.60
John Wiley & Sons, Inc. New York, New York	818.96
Total	<u>\$1,579.45</u>

Discussion ensued regarding the low bid of ICN Nutritional Biochemicals of Cleveland, Ohio, for \$1.75. Dean Walsh was requested to make a recommendation with regard to awarding bids of \$25.00 or less to the next highest bidder.

After discussion, the motion was unanimously carried.

Mr. Marchitto moved, seconded by Mr. Blunt, that contracts for furnishing dental equipment be awarded to the following companies in the amounts listed; said amounts representing the lowest prices among eight bids received on July 10, 1970: (X-Ray dispensers, dental film dryers, Angular safe lites, portable X-Ray viewers, Ritter claves, X-Ray cones, hot oil sterilizer.)

Litton Medical Products, Inc. Bloomfield, New Jersey	\$ 7,029.42
Climax Dental Supply Company Easton, Pennsylvania	295.80
Sechter Dental Supply Corporation Hackensack, New Jersey	2,344.65
A. Leventhal & Sons, Inc. Scranton, Pennsylvania	5,590.00
Total	<u>\$15,259.87</u>

After discussion, the motion was unanimously carried.

College Center

Mr. Marchitto moved, seconded by Mr. Blunt, that bids for structural steel equipment and kitchen equipment be rejected and new bids solicited because the bid on structural steel was not accompanied by a state certificate and the other was erroneous.

After discussion, the motion was amended that bids must be in on or before September 15, 1970.

After discussion, the motion was unanimously carried.

Dean Walsh stated that a study is being made of ways of financing the College Center to include the theatre, and if this is not feasible, a recommendation will be forthcoming to build the Center without a theatre. Dean Walsh further indicated a saving of approximately \$400,000 in the general contract due to rebidding.

EMPLOYEE RELATIONS COMMITTEE

Dean Walsh reported that on August 12 the final negotiating session with the Union was held and an agreement concluded which is being prepared in draft form. It will be mailed to the Board of Trustees August 19 for their perusal and will be presented for ratification at the September 15 Board meeting. Dean Walsh stated that to his knowledge all issues have been resolved, all parties have agreed that the contract is satisfactory, and the Board and the Union must ratify the contract separately. Dean Walsh further noted that faculty will report on September 14 and classes will begin on September 21. The contract is expected to be ratified before the opening of College.

Mr. Feakes expressed gratification that the matter has been concluded prior to the beginning of classes. Mr. L'Hommedieu commended Dean Walsh for his extended efforts, and expressed appreciation for the efforts of Trustees Venezia and Rowland who spent untold hours working on the contract.

PERSONNEL COMMITTEE

Mrs. Carman moved, seconded by Mr. Marchitto, that the following non-academic resignations be accepted at the effective dates shown:

Mrs. Isabelle Byrne, Steno-Typist in the Physical Education Department, effective June 30, 1970;

Mr. Jack M. Krasnick, Custodian in the Maintenance Department, effective May 30, 1970;

Mrs. Anita Kaminski (Timko), Clerk-Typist II in the Admissions-Financial Aid Department, effective September 4, 1970;

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Miss Marilyn Thomas, Steno-Typist III in the Admissions-Financial Aid Department, effective August 21, 1970.

After discussion, the motion was unanimously carried.

Mrs. Carman moved, seconded by Mr. Blunt, that the termination of Mr. Elmore Gray, Custodian in the Maintenance Department, be accepted effective October 23, 1969. After discussion, the motion was unanimously carried.

Mrs. Carman moved, seconded by Mr. Feakes, that Mr. Jimmy Fail be appointed Night Custodial Supervisor in the Maintenance Department, effective August 17, 1970, at a salary of \$642.25 per month.

Mrs. Carman moved, seconded by Mr. Klegman, that Mr. Murray Weiner be appointed to take over the duties of Mrs. Ruth Whitbeck as Director of the A/V Center for the period June 1 until July 10, 1970, for a total salary of \$1,117.22. After discussion, the motion was unanimously carried.

Mrs. Carman moved, seconded by Mr. Klegman, that Miss Joanne Sweeney, Steno-Typist II in the Security Department, be officially appointed as Secretary III in the Department of Counseling Services, effective August 3, 1970, with no change in salary. After discussion, the motion was unanimously carried.

Mrs. Carman moved, seconded by Mr. Klegman, that Mrs. Pamela Anne Macula be appointed Laboratory Coordinator II in the Biology Department, at a salary of \$584.92 per month, effective August 3, 1970. After discussion, the motion was unanimously carried.

Mrs. Carman moved, seconded by Mr. Klegman, that Mrs. Dale S. Citron be appointed as Consultant in the Dental Hygiene Department for sixteen days during July and August, 1970, for a total amount of \$720.00. After discussion, the motion was unanimously carried.

Mrs. Carman moved, seconded by Mr. Klegman, that Mrs. Anne Baker Ritchey be appointed as Technical Assistant II in the Department of Public Relations and Publications, effective August 10, 1970, at a salary of \$666.67 per month. After discussion, the motion was unanimously carried.

Mrs. Carman moved, seconded by Mr. Klegman, that Mr. Jack L. Waintraub be appointed as an instructor in the Department of Electrical Technology for the academic year September 1, 1970, through June 30, 1971, at a salary of \$10,000.00. After discussion, the motion was unanimously carried.

Mrs. Carman moved, seconded by Mr. Klegman, that Mr. Roger M. Seklecki be appointed as an instructor in the Biology Department for the academic year September 1, 1970, through June 30, 1971, at a salary of \$10,300.00. After discussion, the motion was unanimously carried.

Mrs. Carman moved, seconded by Mr. Klegman, that the title of Mr. Gordon Harrower, Jr., be changed to Director of Admissions and Student Financial Aid. After discussion, the motion was unanimously carried.

Mrs. Carman moved, that the following Twelve-Month Administrative Salary Schedule be adopted, effective July 1, 1970:

<u>LEVEL</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>	<u>TITLE</u>
I	\$ 7,000.	\$12,000.	Administrative Assistant to President Laboratory Coordinator Supervisor of Office Services Audio-Visual Aids Specialist Supervisor of Security and Traffic
II	10,000.	16,000.	Supervisor of Buildings and Grounds Director of Public Relations & Publications College Accountant - Assistant to Controller Director of Purchasing Computer Center Supervisor
III	14,000.	21,000.	College Engineer - Director of Facilities Planning Associate Director of Administrative Services Controller Director of Personnel
IV	18,000.	26,000.	Dean of Administration

Dr. Chambers's stated that the above schedule represents an increase in the range of administrative salaries compared to the prior year. Dr. Chambers further stated that the title of Assistant to the President for Community Services was changed to Director of Public Relations and Publications, and pointed out that there was Board action on this change as noted on page 169 of the July 1970 Minutes. Inasmuch as the Division of Continuing Education covers community services, there is apt to be confusion between the two titles.

Mr. Klegman requested that the above proposal be tabled until the next Board meeting in order that he might have an opportunity to study it.

Motion withdrawn.

Mrs. Carman moved, seconded by Mr. Marchitto, that effective August 1, 1970, the Supervisor of Security in the Division of Administration, be required to reside on the campus; and that a residence with all necessary utilities be provided for him at no rental fee.

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NOTE: Since full responsibility for all security on the campus now rests with the MCC Security Department, it is essential that the Supervisor of Security be readily available to resolve emergencies that might arise on the campus. Experience indicates that his services are frequently called for outside of normal working hours.

After discussion, the motion was unanimously carried.

Mrs. Carman moved, seconded by Mr. Marchitto, that Mr. John J. Dineen, Chairman of the Computer Science Department, be employed for the months of July and August, 1970, in the Computer Center to assist in the transition to the new system 360 currently being installed, at a salary of \$1,200. per month. After discussion, the motion was unanimously carried.

Mrs. Carman moved, seconded by Mr. Marchitto, that Mrs. Lucille Neumann, part-time Clerk-Typist III in the office of the Dean of Faculty, be employed full-time, effective September 1, 1970, at a salary of \$330. per month. After discussion, the motion was unanimously carried.

Mrs. Carman moved, seconded by Mr. Marchitto, that Mr. Albert M. Snopek be appointed as a Laboratory Instructor in Radiologic Technology for the academic year September 1, 1970 through June 30, 1971; said appointment to provide service for two days each week during the year at a total salary of \$4,000. for the year. After discussion, the motion was unanimously carried.

Mrs. Carman moved, seconded by Mr. Blunt, that Mrs. Frances M. Imbriglio be appointed Steno-Typist II in the Security Department at a salary of \$415.83 per month, effective August 24, 1970. After discussion, the motion was unanimously carried.

Mrs. Carman moved, seconded by Mr. Blunt, that Miss Margaret Sweeney be appointed Clerk-Typist II in the Admissions-Financial Aid Department, at a salary of \$325.83 per month, effective August 24, 1970. After discussion, the motion was unanimously carried.

Mrs. Carman moved, seconded by Mr. Blunt, that Mrs. Virginia D. Komando be appointed Tabulating Machine Operator II in the Computer Center at a salary of \$436.67 per month, effective September 8, 1970. After discussion, the motion was unanimously carried.

Mrs. Carman moved, seconded by Mr. Blunt, that Gary Miller be appointed as AV Aide in the Learning Resources Center for the period from September 1, 1970 to June 30, 1971, to work forty hours per week at \$2.35 per hour during that period; and that he also be appointed to work seven weeks during the summer of 1970 for forty hours each week at the same hourly rate. After discussion, the motion was unanimously carried.

Mrs. Carman moved, seconded by Mr. Blunt, that Mrs. Dorothy Steinsapir be appointed to the Accounting Department of the Division of Business Technology as a day adjunct faculty member for the fall semester September 21, 1970 to February 1, 1971, at the rate of \$200. per contact hour, for a total salary of \$1,600.00. After discussion, the motion was unanimously carried.

Mrs. Carman moved, seconded by Mr. Blunt, that Mr. Frank Schultz be appointed to teach one section of ART 103 as an adjunct instructor for the fall semester beginning September 21, 1970, at the rate of \$200. per contact hour, for a total of \$600.00. After discussion, the motion was unanimously carried.

Mrs. Carman moved, seconded by Mr. Blunt, that Mr. James H. Authors be appointed as Assistant Professor in the Accounting Department for the academic year September 1, 1970 through June 30, 1971, at the annual (10 month) salary of \$11,000.00. After discussion, the motion was unanimously carried.

Mrs. Carman moved, seconded by Mr. Blunt, that the faculty members listed below, each of whom has returned a signed individual contract for the school year 1970-71, which contract includes by reference the master labor contract to be ultimately agreed upon between the Board and the Faculty Union, be reappointed at the salaries listed:

<u>NAME</u>	<u>NAME</u>	<u>SALARY</u>
	Feehan, Thomas C.	\$10,098.
	Goldman, Christina B.	7,478.
	Lukas, Chester C.	14,320.
	Tornatore, Charles	10,095.
	Colburn, Robert W.	9,977.
	Spencer, Leo E.	11,537.
	Doyle, Dorothea M.	9,144.
	Lalancette, Barbara	11,460.
	Russikoff, Leonard J.	13,596.
	Dunn, Thomas	13,519.
	DiDomenico, Charles V.	9,993.
	Dunloy, Deane A.	12,809.
	Fitzgerald, Dorothy	9,438.
	Nair, Gary L.	9,168.
	Winik, Lynn	10,098.
	Margolin, Edith	9,984.
	Gray, Donna R.	10,936.
	Jones, Marilyn	10,098.
	Perkins, Robert N.	8,498.
	Schlegel, Joseph A.	9,144.
	Scroggs, Joyce F.	10,517.
	McAvaddy, James F.	9,144.

Sacchi, John, Jr.	-	\$10,854.
Tunstall, Lynn D.	-	11,955.
Kulp, Eric I.	-	13,086.
Anderson, Hortense S.	-	10,051.
Edge, Sylvia	-	11,707.
Fielo, Sandra B.	-	13,227.
Gariepy, Margaret	-	12,134.
Henry, Corliss	-	11,376.
Kocinski, Rose	-	12,707.
Rizzolo, Mary Anne	-	10,764.
Gralla, Eugene A.	-	14,321.
Korchn, Florence G.	-	11,880.
Thompson, Wilma G.	-	11,865.
Haimowitz, Clement	-	11,591.
Brady, H. Wayne	-	9,144.
Chant, David F.	-	9,438.
Sacks, Arthur C.	-	9,707.
Bates, Eleanor A.	-	10,098.
Geyer, Doris A.	-	11,797.
Morgan, Rose Ann	-	7,931.
Semple, Genevieve	-	13,709.
Levinston, Marion	-	9,970.
Filardi, Virginia S.	-	13,995.
Lamela, Josephine	-	9,621.
Grossman, Fred	-	15,350.

After discussion, the motion was unanimously carried.

Dr. Chambers stated that most contracts were received by him within the 30-day period allowed. There were fifteen faculty contracts that were not returned during this period; however, these faculty members have, since that time, returned their contracts. It was noted that faculty members were advised by their Union at the time contracts were sent out, not to return them; however, shortly before the 30-day period terminated the Union advised them to return their contracts, but they were unable to locate the fifteen faculty members who have since returned their contracts, although tardy.

Mr. Klegman moved, seconded by Mr. Marchitto, that the 30-day period be waived for those faculty members who delayed in returning contracts because of the conflicting instructions by the Union, and that the contracts be accepted.

Mr. L'Hommedieu stated that these delayed contracts caused the administration and Trustees to be in a precarious situation, and he would not like this situation to be repeated.

After discussion, the motion was unanimously carried.

Dr. Chambers stated that the College's teaching staff is complete. He further stated that the attrition of staff this past year was about six percent which is the lowest attrition rate the College has experienced, and is very favorable.

EDUCATION COMMITTEE

Mr. Klegman moved, seconded by Mrs. Carman, that a certificate program in Quality Control Technology be approved, subject to approval by the Curriculum Coordinating Committee and the Board of Higher Education. After discussion, the motion was unanimously carried.

In the absence of Mr. Rowland, Mr. Klegman elaborated further on the July 21 Monthly Report to Education Committee as noted in the previous month's Minutes.

Dr. Chambers reported that membership fee for the College in the GT-70 Consortium of Junior Colleges would be \$650. per year. Dr. Chambers stated that he will recommend membership because he feels it is worthwhile and because faculty has indicated a positive reaction.

Dr. Chambers recommended that there be some discussion at a future meeting about the appropriateness or legality of a person sixty-five or over being given consideration regarding tuition payment. He suggested that it would be reasonable to consider this for people who have paid taxes all their lives and are continuing to pay taxes.

During discussion on the Teacher Aide program, Mr. Klegman noted that the county schools do not make full use of teacher aides. Mr. Blunt stated that there is not yet complete confidence in this program and that the para-professional has yet to demonstrate her effectiveness, noting, however, that teacher aides have been used effectively in the area of special education. It was noted that Middlesexboro and East Brunswick have employed teacher aides as resource aides as well as classroom aides. Dr. Chambers reported that a substantial number of teacher aides have been placed, some have not accepted placement and some have continued their education to become professional teachers.

Dr. Chambers reported that the College has received a grant under the Model Cities Program in Perth Amboy. It is hoped that the College may be able to meet the needs of the Spanish-speaking community in the area.

Discussion ensued on a possible program in environmental science and Dr. Chambers stated that he is currently exploring this area, but noted that the College offers courses of a laboratory nature to anyone interested in this area, particularly courses in the Chemical Technology and Technicore programs.

Mr. Klegman read a letter from Chancellor Dungan to Dr. Chambers which authorizes Middlesex County College to offer a new associate degree

program in September 1970 in Radiologic Technology. Dr. Chambers stated that this is the first program of its kind in the State, and further noted that a letter approving the program was received from the American Medical Association.

Dean Foose reviewed the admissions report as of August 12, 1970.

STUDENT AND ALUMNI AFFAIRS COMMITTEE

Mr. Klegman stated that two meetings have been held with student representatives. No further report.

COMMUNITY AFFAIRS COMMITTEE

Mr. Ciotta reported the following:

The next issue of "Community", the bi-monthly newsletter will be mailed this week. This issue features the Scholarship Ball and provides a return form for the convenience of those wishing to attend.

Mrs. Anne Baker Richey has been employed as technical assistant to oversee and coordinate publications.

A group of students from a chapter of the Neighborhood Youth Corps visited the College on August 4. After a tour of the campus, they were addressed by the College's Financial Aid Officer and Director of the GOAL program.

Special promotional assistance is being provided to the student orientation program, the nursing tea which will be held September 9, Senior Citizens Day which will be held September 30, and the fall semester of the Division of Continuing Education.

The Division of Continuing Education was assisted in preparing a ten-page tabloid for the promotion of the fall semester. This tabloid provides the College, at reduced promotional expense, a newspaper-like supplement for mailing to 10,000 persons who have taken courses at the Division of Continuing Education. Newspaper and radio advertising will supplement this mailing.

Mr. Feakes stated, and Mr. L'Hommedieu concurred, that the tabloid was an excellent job.

Restricted contributions of \$325.00 have been received by the Middlesex County College Foundation, Inc., since the July Board meeting.

SCHOLARSHIP BALL

The Scholarship Ball will take place Saturday, September 12. Meetings are being held and special publicity and advertising is being used to make this

event a success. The Ball Committee will next meet in the Board room on August 19, 1970, at 8 p. m. The committee would appreciate the assistance of members of the Trustees in providing names of persons who should be contacted.

Mrs. Carman reported that the Committee has met and secured thirty-seven sponsors at \$150.00 per couple. \$100.00 tickets are being sold and enough funds have been realized to cover expenses. The Glen Miller orchestra has been secured. The Committee would welcome names of people to contact by telephone to be followed up by Mr. Ciotta.

FINANCE COMMITTEE

Mr. Feakes reviewed the regular monthly financial reports (unaudited)-- Cash Summary for the Month of July 1970; Statement of Current Operating Income for the Twelve-Month Period Ended July 31, 1970; Statement of Capital Receipts and Balances for the Twelve-Month Period Ended July 31, 1970; Monthly Report of Fund Balances July 1, 1970 through July 31, 1970. (Copies filed with Papers Supporting the Minutes.)

Mr. Feakes reported that the College had received a letter dated August 7, 1970, from the Department of Health Education and Welfare indicating that they are recommending final payment of \$65,381.00 on the Title I grant for construction of the gymnasium, library and Main Hall classroom building, to be received within the next thirty days.

Mr. Feakes moved, seconded by Mr. Marchitto, that payment be made to Wilentz, Goldman and Spitzer for the period January 1, 1970 to June 30, 1970, in the amount of \$6,500.00-- \$4,500.00 for current operations and \$2,000.00 for capital projects. After discussion, the motion was unanimously carried.

Mr. Feakes reported that the published report of the State Department of Higher Education indicated approval of the College's current operating budget. Approval of the capital amount is somewhat less than had been requested; however, this is still a matter of discussion with the State Department of Higher Education.

Mr. Feakes reported that the audit by Mr. Cestare has been in process and is almost completed. The report should be received before the September 1970 Board meeting.

PRESIDENT'S REPORT

At the President's request, Dean Foose displayed several catalogue covers that had been submitted for the College's approval.

President Chambers read a letter from Dr. Wanty in which he submitted his resignation as Dean of Faculty, effective September 30, 1970. Dean Wanty

has agreed to accept a position as President of Essex College in Maryland. Dr. Chambers expressed regret at Dean Wanty's departure, but stated that this is a great opportunity for Dean Wanty.

Mr. Klegman stated, concurred by Mr. L'Hommedieu, that Dean Wanty's new position reflects well upon Dr. Chambers.

COUNSEL'S REPORT

Mr. Hoffman reported the suit with Gumina Construction Company for the painting of the gymnasium has been concluded with a one-year guarantee, and in effect saving the college \$11,000.

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The next regular meeting of the Board of Trustees will be held on September 15, 1970, at 7:45 p. m., in the Board room, Center I, on the college campus.

There being no further business, the meeting was adjourned at 9:55 p. m.

ROBERT R. BLUNT
Secretary

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