

BOARD OF TRUSTEES OF THE MIDDLESEX COUNTY COLLEGE

Minutes of March 21, 1972 Meeting

A regular meeting of the Board of Trustees of the Middlesex County College was held at 7:45 p. m. , March 21, 1972, in the Board Room on the College campus. Members present were Mmes. Carman, Czaya; and Messrs. Clancy, Klegman, L'Hommedieu, Marchitto and Venezia. Mr. Stolzer was absent. Also present were President Chambers, Mr. Hoffman, Mrs. Lake and other visitors.

Mr. L'Hommedieu, on behalf of the Trustees, welcomed Mrs. Mary Czaya to the Board of Trustees. Mr. Stolzer, the other newly appointed Trustee, had a long standing commitment and was unable to attend the meeting.

Mrs. Czaya indicated that she was honored to be part of the Board and is looking forward to working with the Trustees.

Mr. L'Hommedieu said that with the passage of time and attrition that goes on with any Board, the MCC Board of Trustees has lost two very valuable members--Mr. Maurice Rowland and Mr. L. Russell Feakes. Mr. Feakes was a financial statesman, who, without any background or history, created budgets out of financial intuition. He had installed an accounting management system at MCC, with the assistance of Dean Walsh, before there were any guidelines from Trenton. Mr. Feakes performed a perfectly magnificent job of accountability with respect to the flow of federal, state and county funds. Mr. Feakes worked any hour, any day, any time and is dedicated to the college. He has guided and kept the college away from problems of a financial nature, a noteworthy task in view of the fact there were no precedents or previous patterns. Mr. Feakes performed a great professional job which could only be done by a great professional.

With respect to Mr. Rowland, Mr. L'Hommedieu said that he gave the Board extraordinary educational perspectives, and tremendous guidance in the early stages of development. Mr. Rowland had an unwavering dedication to a quality education and kept the Board from some easy answers and educational pitfalls. Mr. Rowland was a tremendous strength in the educational program. He was always objective when he sat with students and Mr. L'Hommedieu was always impressed with the fact that Mr. Rowland's viewpoints were very much respected by the students because they knew that he was talking objectively, with no narrow viewpoint or perspective that was self-serving. Mr. Rowland was always at call and spent many hours on the campus during the course of a week. Mr. Rowland, too, was a great professional and gave a great professional performance. The College will miss him.

Mr. Venezia moved, seconded by Mr. Clancy, that the following resolutions be adopted with appropriate copies provided to Messrs. Feakes and Rowland:

RESOLUTION

WHEREAS L. Russell Feakes has served from November 1964 as a member of the Board of Trustees of Middlesex County College, and as Treasurer of the Board, and

WHEREAS he has performed the responsibilities of Treasurer with great competence and care, and

WHEREAS he has voluntarily given generously of his time, expertise, and enthusiasm in the founding and development of Middlesex County College, and

WHEREAS he is no longer a resident of the County of Middlesex and a member of this Board of Trustees,

THEREFORE, BE IT RESOLVED that the members of the Board of Trustees wish to recognize the outstanding contribution of L. Russell Feakes to the Middlesex County College.

RESOLUTION

WHEREAS Maurice W. Rowland has served from November 1964 as a member of the Board of Trustees of Middlesex County College, and as Chairman for the Committee on Education, and

WHEREAS he has performed the responsibilities of Trustee with great competence and care, and

WHEREAS he has voluntarily given generously of his time and enthusiasm in the founding and development of Middlesex County College, and

WHEREAS his experience as Superintendent of Schools has been of great assistance to the Board of Trustees and Middlesex County College, and

WHEREAS the movement of his residence to another state will not make it possible for him to continue to serve as a member of this Board of Trustees,

THEREFORE, BE IT RESOLVED that the members of the Board of Trustees wish to recognize the outstanding contribution of Maurice W. Rowland to Middlesex County College.

After discussion, the motion was unanimously carried.

Mr. Clancy moved, seconded by Mr. Marchitto, that the Minutes of the regular meeting of February 21, 1972, be approved as presented. The motion was unanimously carried.

FACILITIES AND EQUIPMENT COMMITTEE

The report of the College Engineer for February 1972 was noted.

Mr. Marchitto reported that the Facilities Committee met on February 25 to discuss responsibility (County vs. College) for operation of the sewerage treatment plant. The subject of services to the College with respect to maintenance of the golf course by County in the event the golf course is abandoned, was also discussed. After meeting with the Freeholders on these subjects, the Committee will make a report to the Trustees.

The Facilities Committee suggests that consideration be given to a new parking lot to be developed south of the parking area adjacent to West Hall. Also, in considering lighting for that lot, the last source of trouble in the overhead lighting system could be eliminated by putting in underground circuitry. The Committee plans to explore this further.

On the suggestion of Dean Walsh and Mr. Kleban, the Committee shall consider making the necessary repairs on Loop Road. Approximately \$5,000 has been committed by the contractor for this purpose. The Committee also has considered, at the request of Dr. Chambers, filling in the swimming pool with earth excavated from the Learning Resources Center. The pool constitutes a dangerous excavation and is not usable.

In the event the golf course is abandoned, and the Golf Pro Shop made into a Day Care Center, the Committee would like to pursue further, with approval of the Board, removal of the chain link fence separating the residences from the golf course and utilizing the fence at the Day Care Center for safety of the children.

Mr. Marchitto moved, seconded by Mr. Clancy, that the following construction progress payments, having been approved by the Architect and the College Engineer, be approved for payment:

- a) James H. DeLaplaine, Inc.
  - Electrical Work on the College Center Building
  - Payment #13 \$37,890.00

(Total contract amount \$546,502.84; paid previously, \$315,272.70; payment authorized above \$37,890.00 balance to finish \$193,340.14.)

- b) Rule Construction Company, Inc.  
 General Construction work on the College Center  
 Building  
 Payment #17 \$56,850.00

(Total contract amount \$2,387,547.00; paid previously,  
 \$1,758,314.65; payment authorized above, \$56,850.00;  
 balance to finish \$572,382.35.)

- c) Sarbo, Inc.  
 HVAC Work on the College Center Building  
 Payment #6 \$26,100.00

(Total contract amount \$499,500.00; paid previously,  
 \$345,060.00; payment authorized above, \$26,100.00;  
 balance to finish, \$128,340.00.)

- d) Devin Products Company  
 Contract #6-A, Equipment, on the new  
 College Center Building  
 Payment #1 \$ 6,840.00

(Total contract amount \$21,000.00; paid previously, -0-;  
 payment authorized above, \$6,840.00; balance to finish,  
 \$14,160.00.)

- e) James H. DeLaplaine, Inc.  
 For work done on Loop Road Extension  
 Payment #1 \$ 1,125.00

(Total contract amount \$12,246.00; paid previously, -0-;  
 payment authorized above \$1,125.00; balance to finish,  
 \$11,121.00.)

- f) Middlesex Concrete Products Corporation  
 Loop Road Extension  
 Payments #1 & 2 \$ 2,250.00

(Total contract amount \$21,408.25; paid previously, -0-;  
 payment authorized above, \$2,250.00; balance to finish  
 \$19,158.25.)

(NOTE-Concurrently, we have forwarded to the EFA bills in  
 the amount of \$39,780. for Middlesex and \$6,975. for DeLaplaine  
 to be paid out of our EFA Construction Account. No action by  
 the Board is required on these bills.)

After discussion, the motion was unanimously carried.

Mr. Marchitto moved, seconded by Mrs. Carman, that a bill for Architectural Services for the College Center Building, having been approved by the College Engineer and being in accordance with the Architectural contract, be authorized for payment in the amount of \$10,486.16. After discussion, the motion was unanimously carried.

Mr. Marchitto moved, seconded by Mr. Klegman, that the following bids on construction of the Learning Resources Center be accepted, and that contracts be awarded to the respective contractors in the amounts shown; each bid being the lowest one acceptable in its category, and all said bids having been recommended by the Architect, the College Engineer, and the Dean of Administration; provided, that the contracts shall not be executed by the proper authorities until notification has been received from the County of Middlesex that the bonds authorized by Board of Estimate action in 1971 have been authorized by an ordinance adopted by the Board of Freeholders, and from the State Department of the Treasury that the approval certificate required by Chapter 12 of the Laws of 1971 has been issued.

Contract No. 1 - General Construction

KASLOW & JEFFREY CONSTRUCTION CO.

Base Bid		\$1,025,400.
Alt. G-5 (Finish Sitework)	(+)	28,600.
Alt. G-6 (Insul. Glass in lieu of Single Glazing)	(+)	<u>7,700.</u>
Total Contract -		\$1,061,700.

Contract No. 2 - Structural Steel

JOHN MALTESE IRON WORKS, INC.

Base Bid		<u>\$ 64,787.</u>
Total Contract -		\$ 64,787.

Contract No. 3 - Plumbing

SIG-SHOR, INC.

Base Bid		\$ 64,705.
Alt. P-1 (Extend Water & Sanitary Services) (+)		<u>5,157.</u>
Total Contract -		\$ 69,862.

Contract No. 4 - Heating, Ventilating & Air Conditioning

SARBO, INC.

Base Bid		<u>\$ 438,600.</u>
Total Contract -		\$ 438,600.

Contract No. 5 - Electric  
LESSNER ELECTRIC COMPANY

Base Bid		\$296,456.
Alt. E-3 (Site Lighting)	(+)	<u>27,399.</u>
Total Contract		\$323,855.
Grand Total		<u>\$1,958,804.</u>

After discussion, the motion was unanimously carried.

Mr. Marchitto moved, seconded by Mr. Klegman, that contracts for furnishing Hotel-Restaurant Equipment be awarded to the following companies in the amounts listed; said amounts representing the lowest prices which fully met College specifications among three bids received on February 8, 1972:

Kressel Kitchen Equipment Trenton, New Jersey 08606		\$12,937.06
James F. Collins & Company Fairfield, New Jersey		679.30
Anchor Equipment Company New York, New York 10012		<u>151.32</u>
Total		\$13,767.68

(Funds for the contracts listed above are forthcoming under Vocational Educational Act grants.)

After discussion, the motion was unanimously carried.

Mr. Marchitto moved, seconded by Mr. Klegman, that contracts for furnishing X-Ray Equipment be awarded to the following companies in the amounts listed; said amounts representing the lowest prices which fully met College specifications among three bids received on February 16, 1972:

Nuclear Equipment Chemical Corp. Farmingdale, New York 11735		\$ 2,808.00
Victoreen Instrument Division Cleveland, Ohio 44104		85.00
Baird-Atomic, Inc. Bedford, Massachusetts		<u>74.00</u>
Total		\$ 2,967.00

(Funds for the contracts for furnishing X-Ray Equipment are forthcoming under Vocational Educational Act grants.)

After discussion, the motion was unanimously carried.

The question was asked and answered affirmatively that all purchases approved on March 21, 1972, were within the funds allocated in the budget.

. . .

Dr. Chambers reviewed the Police Department Report for February 1972. With a view towards maintaining tight security, police are leaving courtesy calling cards whenever they find an unlocked door or open window.

#### FINANCE COMMITTEE

No action was taken on the proposed "Student Air Travel Guidelines" prepared by Clarence Lofberg Associates, Insurance Consultant for the College. The guidelines were referred to Committee for further study, with the request a report be made at the April meeting of the Board.

Mr. Marchitto moved, seconded by Mr. Klegman, that the Dean of Administration be and he is hereby authorized to establish a "Federal Grant Construction Account" in the Edison Bank for receipt and disbursement of funds provided for the construction of the Learning Resource Center; said special bank account being a requirement of the Federal Government under the terms of its grant for said building. Signatories for said account shall be the Dean of Administration, OR the President, OR the Controller. After discussion, the motion was unanimously carried.

Mr. Clancy moved, seconded by Mr. Marchitto, that an amount of \$2,000. to increase the balance to \$6,000. in the Imprest Cash Fund be approved.

The Imprest Cash Fund is used to pay for small expenditures in amounts less than \$50. The reimbursement to the authorized fund balance has become more frequent due to the demand. This resolution will enable the Business Office to reimburse the fund once a month.

After discussion, the motion was unanimously carried.

Mr. Clancy moved, seconded by Mr. Marchitto, for adoption of the following resolution:

## RESOLUTION

WHEREAS the growth of the College requires constant review of procedures and practices; and

WHEREAS the Dean of Administration, Controller, and Director of Purchasing and Inventory have reviewed the internal procedure for the acquisition of goods and services; and

WHEREAS as a result of that review, have prepared a revised purchasing procedure which is attached hereto:

NOW, THEREFORE, BE IT RESOLVED that the Purchasing Procedure adopted by the Board of Trustees on June 18, 1968 be withdrawn and that the new Purchasing Procedure attached hereto be adopted effective March 21, 1972.

This procedure varies from the present procedure originally adopted by the Board of Trustees in the following manner:

1. The issuing department will prepare a requisition form instead of an imprest form or purchase order.
2. The Controller will make the initial review instead of the Dean of Administration. The Controller will forward to the Dean, at his discretion, any orders which he feels needs his attention.
3. The Purchasing Department will select the vendor and the vehicle for processing (imprest form or purchase order).

More effective control will be forthcoming due to the functions of the Receiving Department having integrated into the Purchasing Department.

After discussion, the motion was unanimously carried.

Mr. Klegman moved, seconded by Mr. Venezia, that a payment in the amount of \$2,000. to Mr. Lloyd Cestare, of the firm of Lipman, Cestare and Harris, for interim work performed on the 1971-72 annual audit be approved. After discussion, the motion was unanimously carried.

Mr. Hilf reviewed the Cash Summary Report for the Month Ended February 29, 1972; Statement of Current Operating Income for the Eight Month Period Ended February 29, 1972; and Summary of Financial Report for the Eight Month Period Ended February 29, 1972. (Copies filed with Papers Supporting the Minutes.)



A report on the insurance survey by the consultant, Lifberg Associates, has been deferred to the April meeting.

#### PERSONNEL COMMITTEE

Mrs. Carman moved, seconded by Mr. Klegman, that the adjunct teaching contract of Dr. Arthur Nagy, approved at the February 21 meeting of the Board be extended to include three (3) clinical supervisory hours, with additional compensation of \$600. for the Spring 1972 Semester. After discussion, the motion was unanimously carried.

Mrs. Carman moved, seconded by Mr. Marchitto, that the following resignations be accepted:

1. Larry T. England, Police Officer, effective March 18, 1972;
2. Doris Kiney, Clerk I in the Learning Resources Division, effective March 18, 1972;
3. Margaret Newton, Clerk II in the Library, effective March 30, 1972;
4. Ruth O'Connor, Clerk-Typist II in the Registrar's Office, effective March 17, 1972.

After discussion, the motion was unanimously carried.

Mrs. Carman moved, seconded by Mr. Clancy, that the following personnel appointments be authorized:

1. Anne McCracken, Clerk I in the Division of Learning Resources, part-time for seven (7) hours per week at \$3.25 per hour, effective February 19, 1972; (Replacement for Mrs. Kiney)
2. Jeane R. Axelson, Clerk-Typist II in the Department of Office Services, full-time at \$359.00 per month, effective March 10, 1972; (Replacement for Joan Higgins)
3. George Lipovsky, Junior Accountant in the Business Office at the full-time rate of \$875.00 per month effective April 10, 1972; (New position approved in 1970-71 budget)
4. Marion C. Kownacki, Clerk II in the Adult Counselling Center on a part-time basis at the rate of \$2.50 per hour.

After discussion, the motion was unanimously carried.

Mrs. Carman moved, seconded by Mr. Klegman, that the following names be added to the list of persons eligible to be hired as part-time clerks, on an as-needed basis:

1. Linda M. Mernege @ \$2.25 per hour in the Division of Continuing Education;
2. Johanna Lockwood @ \$2.30 per hour in the Department of Office Services.

After discussion, the motion was unanimously carried.

Mrs. Carman moved, seconded by Mr. Klegman, that the following men be commissioned as Police Officers, effective March 15, 1972, and continuing for the duration of their employment as members of Middlesex County College's Police Department:

1. John W. Kulesa
2. Matthew J. Danza
3. John J. Fleming
4. Dale Sparks

Explanatory Note: All of these officers have been appointed previously and are now ready to enter training certified by the New Jersey Police Training Commission. However, the Commission will not provide the training until the officers have been commissioned by the employing agency.

After discussion, the motion was unanimously carried.

Mrs. Carman moved, seconded by Mr. Marchitto, that the following adjunct appointments be approved for the Spring 1972 Semester:

1. Mr. Allen B. Gellman for three (3) contact hours at the rate of \$205. per hour (\$615.) in the Department of Social Science;
2. Mr. Salvatore Verucolo for six (6) contact hours at the rate of \$200. per hour (\$1,200.) in the Division of Continuing Education for two (2) sections of Criminal Justice (304-993) to be offered at Cedar Ridge High School, Madison Township.

After discussion, the motion was unanimously carried.

EDUCATION COMMITTEE

Dean Shindelman reviewed the March Report to the Education Committee prepared by the Dean of Faculty (copy attached).

President Chambers reviewed the Admissions Report as of March 20, 1972. (Copy filed with Papers Supporting the Minutes.)

COMMUNITY AFFAIRS COMMITTEE

Mr. Clancy reviewed activities of the Community Affairs Department during the past month. (Copy filed with Papers Supporting the Minutes.)

Contributions to the Middlesex County College Foundation, Inc., total \$2,508.02 since the February meeting of the Board of Trustees.

EMPLOYEE RELATIONS COMMITTEE

Mr. Venezia reported a delay in hearing the grievance on part-time or adjunct faculty due to the illness of Dean Callahan.

There have been ten negotiating sessions on the 1972-73 contract since January 4. All sessions have been held in the afternoon and only one has extended beyond four hours duration. There are over 40 issues still involved; a few items have been agreed upon.

With respect to retroactive payments to the teaching members of the faculty, President Chambers has informed faculty represented by the Collective Bargaining Unit, Local 1940, that the College has received written approval on February 18, 1972 from the IRS to pay, retroactive to November 14, the 1971-72 salary increment, subject to approval of the Federal Pay Board and required notice of the payment to be sent to the Federal Pay Board. On March 13, a representative from the Federal Pay Board in Washington, D. C., telephoned and directed the College not to make the retroactive salary payments. On March 29 Mr. Hoffman and Mr. Canellis, legal counsel for the College and Union respectively, will go to Washington to meet with Chief Counsel Driscoll to appeal the ruling of the Federal Pay Board.

Mr. L'Hommedieu reiterated that the Trustees had hoped the Union would join them in an application to provide the retroactive pay, but they chose not to do so; very regrettable that both parties could not work together to accomplish something both want to do.

Mr. L'Hommedieu also expressed regret and displeasure in seeing a letter in Quo Vadis placing the onus for the delay in making retroactive payments to faculty on devious and petty methods of Dean Walsh, as a complete misrepresentation of facts. Mr. L'Hommedieu further said the Board has legal counsel and must be guided by his advice. The Board is charged with public responsibility and public funds and refuses to act without advice of counsel.

3/21/72

Mr. Venezia reiterated that the Board wants to make the retroactive payment, has negotiated with the Union for the Faculty to do so, and as far as the Board is concerned, it is the faculty's money; they have earned it and they deserve it.

BY-LAWS COMMITTEE

Mr. Klegman moved, seconded by Mr. Venezia, that the By-Laws as amended and distributed at the February 21, 1972 meeting of the Board, be adopted as of March 21, 1972. After discussion, the motion was unanimously carried.

STUDENT AND ALUMNI AFFAIRS COMMITTEE

No Report.

COUNSEL

No Report.

PRESIDENT'S REPORT

Dr. Danzis has written and thanked the Trustees for their good wishes and lovely flowers which did much to brighten the day. Dr. Danzis is recuperating in Florida and anticipates returning to the College about the 1st of April.

The Dental Hygiene Department will be going through an accreditation evaluation on April 4 and 5. President Chambers invited the Trustees to visit on either of those days and have lunch with the visitors. Accompanying the team will be people from the Department of Higher Education and the New Jersey Dental Society.

The Fine Arts Department is sponsoring a Fine Arts Festival on campus April 30 from 2 to 6 p. m., and May 1 from 11 a. m. to 7 p. m. In addition to art and photography exhibits and demonstrations, the Performing Arts will include theatre, the College Chorus, the College Instrumental Ensemble and modern dance.

Mrs. Dixie Goswami, a member of the English Department faculty, has been selected as a senior teacher at the Bennett Conference in June. Mrs. Goswami will take a year's leave of absence in 1972-73; she has received a full support fellowship from the National Endowment for the Humanities to assist her in research for teaching.

President Chambers was instructed to express congratulations to Mrs. Goswami on behalf of the Board of Trustees.

Two MCC graduates have received letters of acceptance from graduate schools. Ray Collins, a former Pre-Tech and Liberal Arts student, who is completing work for the Baccalaureate degree at Rutgers - Newark, has been accepted to the Graduate School of Rutgers University in the Department of Political Science. Mr. Art DeGrandis, who will also graduate from Rutgers - Newark in June, has been accepted as a teaching assistant at Southern Illinois University.

Dr. Chambers directed Trustees attention to information about a program for Trustees in Maryland that will be held on May 11 and 12, 1972.

Dr. Chambers has asked Mr. Kleban to urge the contractors to start work on the current parking lot construction as soon as possible. Complaints have been received with respect to the condition of Loop Road. As soon as the contractors give assurance there will be no heavy equipment traversing the road, repairs will begin.

. . .

Mr. L'Hommedieu expressed appreciation to Messrs. Venezia, Chambers, and all Trustees for their continuity and momentum in carrying on the work of the Board in his absence. Committee assignments will be deferred until the next meeting. The Board will then be able to take full advantage of the resources and backgrounds of the two newly appointed Trustees.

. . .

The next regular meeting of the Board of Trustees will be held on April 18, 1972, 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 9:50 p. m.

---

JOSEPH KLEGMAN  
Secretary

THIS PAGE NOT USED!

MIDDLESEX COUNTY COLLEGE  
Edison, New Jersey 08817

All purchases by any department or division of the Middlesex County College shall be made pursuant to the following procedures:

- 1) A Department Chairman or Director who requires any goods or services shall fill out a numbered two-part "Requisition Form" provided by the Business Office. Description of the goods to be purchased must be clear and specific, and the name and address of one recommended vendor may be entered in the appropriate space along with the unit price of a reasonable approximation. When completed, the first page of the form shall be submitted to the Controller, who will sign it, verify the budget code to be charged, and forward it to the Accounting Department.
- 2) The Accounting Department will review the codes and available funds, and either approve or disapprove the purchase request. If funds are available, the Accountant will endorse his approval in the space provided on the form, and forward it to the Purchasing Department. If funds are not available, the requisition will be forwarded to the originator with that fact noted. The originator shall, in this event, confer with his supervisor who may either reject the requisition or recommend a transfer of funds from one budget line to another, within his division, subject to the approval of the President.
- 3) The Purchasing Department, after receipt of the requisition and its approval from Accounting, shall determine the method of purchase by use of either the Imprest Form or Purchase Order.

When the vendor and prices have been determined, a number shall be assigned to the Purchase Order and entered in the Purchase Order Log, signed by the Director of Purchasing and distributed as follows:

<u>COPY #</u>	<u>FORM</u>	<u>COLOR</u>	<u>SENT TO</u>	<u>EXPLANATION</u>
1.	Original	White	Vendor	Copy is retained by Vendor.
2.	Voucher	Blue	Vendor	Returned with vendor's invoice when the order is completed.
3.	Top Half	Gold	Vendor	Accompanies the check.
	Bottom Half	Gold	Data Processing	To post additions to inventory.
4.	Copy	Gold	Accounting	To post all costs under appropriate department budgets.
5.	Copy	Pink	Receiving Department	Permanently filed by Receiving to record all incoming material.
6.	Copy	Green	Purchasing Department	Permanently filed by vendor name.





<u>COPY #</u>	<u>FORM</u>	<u>COLOR</u>	<u>SENT TO</u>	<u>EXPLANATION</u>
7.	Copy	Yellow	Receiving Department	Held until material is received and delivered by the Receiving Clerk to the originator for signature. Forwarded to Accounting for support of vendor's invoice.
8.	Copy	White	Originating Department	Retained and matched with requisition copy.

4) Material Received Other Than Receiving Department - Material ordered and not designated for Central Receiving, but which is being shipped directly to the originator, will be only authorized for the following types of purchases:

- 1) On-site Repairs
- 2) Travel Expenses
- 3) Publications-Advertising
- 4) Photography
- 5) Bus Trips
- 6) Rentals
- 7) Reimbursement Expenses
- 8) Service Agreements
- 9) Towing
- 10) Any other miscellaneous areas as determined by Purchasing

In the above exceptions, the originator will continue to receive the Departmental Receiving Copy, (yellow copy), and sign for receipt of material or service. This copy is to be forwarded to the Purchasing Department for processing and payment. The Purchasing Department will maintain an Open Order File, and will be posting all completed deliveries before approving payment of invoices.

5) Central Receiving Department Procedures - The Receiving Department will maintain an open and a closed Purchase Order File.

The Receiving Department Clerk will have the responsibility to check all incoming material from the carrier. If the material cannot be checked immediately, he shall indicate on the packing slip that the quantity and contents are "subject to inspection".

After receipt of the material, the Receiving Copy is to be pulled from the Open Order File and recorded with quantity, description and permanently filed in the Closed Order File, provided that there are not discrepancies. The Department Receiving Copy is also to be completed after the material is delivered to its site. If there are discrepancies noted after receipt by the Receiving Department either at Main Receiving or at its site, the notation must be made immediately on the Packing Slip, and a "Warehouse Change Notice" prepared. If no discrepancy exists, the Receiving Clerk will forward the Department Receiving Copy to Purchasing for payment after it is delivered within our facility.



Warehouse Change Notice - Any discrepancies existing at the time of delivery and receipt will require a "Warehouse Change Notice" to be prepared and copies distributed to Purchasing, Accounting and Originator. The Receiving Department Copy of this form will be filed with the permanent open order purchase order receiving copy, and the Department Receiving Copy held until the Purchasing Department takes action with the supplier in any of the following ways:

- a) Damaged or Defective Goods - It may be repaired at the site, and informing all parties with a memo or preparing a formal Shipping Order to return and reorder the material with a new Purchase Order. If repaired at the site, it shall be the responsibility of the user of this material to witness the repair. However, the Receiving Clerk must record this repair on his permanent open receiving copy. The Department Receiving Copy will also be completed and forwarded in the normal manner, and the open file Receiving Copy transferred to the closed order file. If the supplier wants the material returned, the Purchasing Department will issue a formal Shipping Order form to the Receiving Department for return as indicated, and a new purchase order will be issued to reorder and replace the material. The Receiving Clerk will transfer his Main Receiving and Department Receiving copies to the closed order file.
- b) Shortages - The Receiving Department will hold up the Department Receiving Copy until the Purchasing Department has notified the supplier that the shortage is to be filled before payment of his invoice. Upon receipt of this shortage, the Receiving Department will again record the receipted item on the Department Receiving Copy and forward it for distribution. The Main Receiving Copy will also be recorded as completed, and filed in the closed order file with the accompanying copy of the Warehouse Change Notice.
- c) Overage - The Receiving Department will either hold the excess material or deliver it to the originator based on his request. If the originator elects to keep the overage, the Receiving Clerk must indicate this notation on the Warehouse Change Notice, otherwise, the Purchasing Department will automatically prepare a Shipping Notice Form to return the excess material to the supplier. The Accounting Copy of the Warehouse Change Notice will then act as authorization for payment of the additional material.

Shipping Order - After receipt of the Shipping Order Form the Receiving Clerk will assemble and package the material for its return. The Shipping Order will be forwarded according to its distribution list and the Receiving Copy of this form will be filed with its corresponding Purchase Order Copy, Warehouse Change Notice Copy and placed in the closed order file.

Imprest Fund Orders - All Purchases under \$50.00 will be handled by the use of the Imprest Fund Form. Where material is received by the Receiving Clerk, a Miscellaneous Receiver will be completed indicating that the order has been delivered to the originator, and the Miscellaneous Receiver will be forwarded to the Purchasing Department.



6) Imprest Fund For Disbursements - Less Than \$50.00 - Purchases in an amount less than \$50.00 shall be made pursuant to the following procedures:

- a) Upon receipt of the requisition form, the Purchasing Department will issue a pre-numbered three part Imprest Form if the amount is less than \$50.00. A file copy will be sent to the originator. This copy will act as a receiver after being signed and then forwarded to the Purchasing Department for processing and payment.

If the Imprest material is delivered to the Central Receiving Department, the Receiving Clerk will deliver the material to the originator, and obtain his signature on a "Miscellaneous Receiver Form" which will be forwarded to Purchasing for processing and payment. This Miscellaneous Receiver Form procedure will also be used in those cases where normal purchase order material bypasses our Central Receiving Department and is delivered directly to the originator.



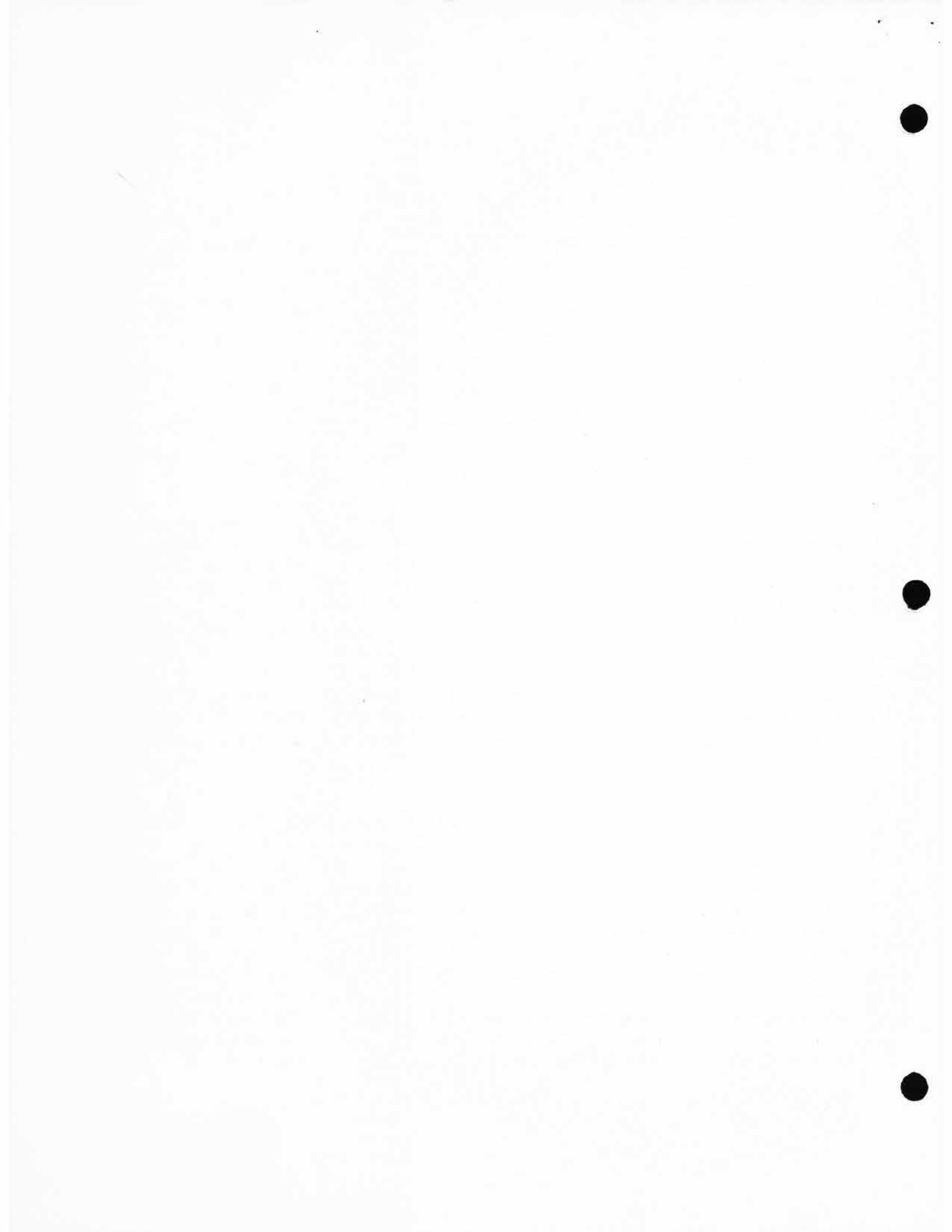
MEMORANDUM

TO: EDUCATION COMMITTEE DATE: March 16, 1972  
Dr. Edward A. Brady, Chairman  
Mr. Maurice W. Rowland  
Mr. Joseph Klegman  
Mr. James J. Clancy  
Mr. Fred Grossman  
Mr. H. Ian Smith

FROM: Dean John Callahan *John Callahan*

SUBJECT: March Report to Education Committee

1. The Liberal Arts Division is planning an early April workshop/conference entitled "Creative Approaches to Instruction in Two-Year Colleges." The program has been designed to facilitate a broad exchange of tested methods and materials, and new ideas related to instruction in two-year colleges. Attention will be focused on the identification of common problems and viable methods of solving them.
2. The Office of the Dean of Faculty announces that Wednesday, May 10, has been selected for the Senior Investiture program. The Investiture affords the College and the freshman class the opportunity to honor the graduating seniors, particularly those who have excelled in their academic endeavors.
3. Mr. Arthur Saliceti, Grants Coordinator, reports the submission of a proposal to the National Science Foundation (Instructional Scientific Equipment Program) on behalf of the Electrical Engineering Technology Department, and the submission of a proposal to the New Jersey State Council on the Arts on behalf of the Middlesex County College Chorus. The Electrical Engineering Technology proposal seeks funding for a PDP-8e Computer and associated peripheral components. If the award is granted, the PDP-8e system would greatly extend the Division of Engineering and Technologies "hands-on" computer facilities to a substantial number of students. The "Arts" proposal is in request of partial subsidy for a cultural exchange trip behind the Iron Curtain for the College's chorus.





March 16, 1972

In addition, Mr. Saliceti reports that the College is awaiting response to its National Institute of Mental Health and Allied Health Special Improvement proposals. The National Institute of Mental Health proposal seeks funding for the Rehabilitation Assistant Education program; the Allied Health Special Improvement proposal for the Dental Hygiene and Radiologic Technology programs.

Finally, Mr. Saliceti reports that word on the College's Vocational-Education Act proposals (fiscal year '72-'73) is expected on or about April 15, 1972.

4. A series of job placement preparation seminars has recently been completed by the office of Counseling Services, a department of Student Personnel Services. The seminars were designed to assist Middlesex County College's seniors in preparing for employment upon graduation (particularly in light of the tight labor market). Employers have become extremely selective in their hiring, necessitating a well prepared applicant.

The initial session (January 27 and 28) consisted of a presentation by Ray Ziegler, the Director of Occupational Education for Dundalk Community College, Dundalk, Maryland, and a nationally recognized expert on vocational education. Mr. Ziegler presented his techniques for researching the job market, for preparing resumes and for selling one's qualifications and capabilities in the employment interview.

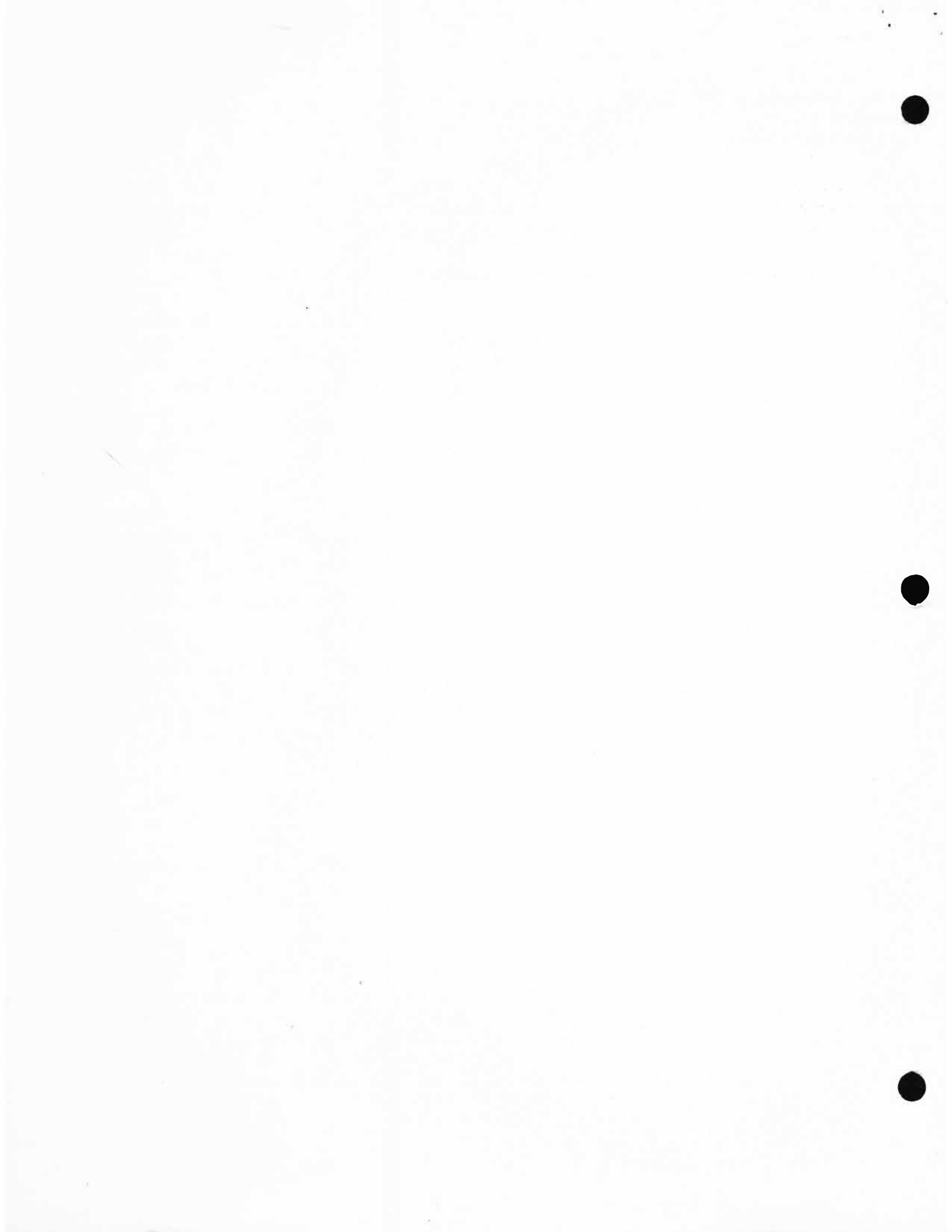
A series of three small group seminars followed Mr. Ziegler's session during the first two weeks of February. The small group seminars were led by members of the Counseling staff and included participation by local industrial representatives and alumni of the college. Topics of the seminars included: a personal analysis of vocational strengths and weaknesses, resume preparation, interview preparation (including demonstration interviews and student mock interviews), typical entry level positions and starting salaries of Middlesex County College graduates, and a presentation by alumni (of each curriculum that has graduated) of their work experiences to date.

Three hundred students participated in the sessions displaying strong interest in preparing for employment. Attendance exceeded staff expectations of fifty percent.



March 16, 1972

5. On Friday, February 25, representatives of the College presented a new curriculum to the State Curriculum Coordinating Committee; projected date of implementation, September 1972. The Education Technology curriculum is a two-year Associate Degree program designed to train paraprofessionals in the field of education. It provides a common core freshman year and four specialized options in the senior year, they are: Teacher Assistant; Assistant in Early Childhood Education; Assistant in Special Education; Library Media Assistant. Approval of the Board of Higher Education is expected shortly.
6. The Division of Continuing Education has listed the following community service and related projects:
  - A. Since the summer 1971 "Teen Workshop in the Fine and Performing Arts" proved so successful (approximately 50 high school students participated), the Division of Continuing Education, in association with the Middlesex County Regional Arts Council, is preparing to sponsor a similar community service summer 1972 workshop.
  - B. On Wednesday, April 5, the Division of Continuing Education will initiate a special ten-session seminar at the Boy Scouts Headquarters in North Brunswick. Boy Scouts employees will be involved in the study of the form and function of "English Communications."
  - C. In cooperation with the Director of Student Activities, the Division of Continuing Education has begun planning a "Forum on Women" to be conducted during the months of April and May. The five-week series, which will be open to students and the community-at-large, is another expression of the Division's efforts to expand services and special activities for evening students.
  - D. A course in Criminal Justice I will be offered to the officers of the Madison Township and contiguous area police departments. Beginning on March 20, classes will be held at the Cedar Ridge High School in Madison Township. Initial registration figures indicate an overwhelming interest on the part of the police for this course and additional courses involving the judicial system.



March 16, 1972

7. The following constitutes a summary of the final statistics covering the 1972 spring session for the Division of Continuing Education:

- 311 sections conducted (287 on-campus; 26 off-campus)
- 222 faculty members hired
- 102 of whom are also full-time faculty (45.94%)
- 4128 INDIVIDUALS REGISTERED FOR COURSES IN THE DIVISION OF CONTINUING EDUCATION
- 104 dropped completely prior to the first class or course was canceled
- 4024 attended the first class
- 395 full-time students attending Division of Continuing Education classes. (Figure includes 62 full-time evening students.)
- 3629 part-time students registered for 18,856 combined hours (credit and non-credit), comprising 6,225 registrations for separate courses, with an average student load of 5.2 hours.
- The average section contains 20.01 students.
- F.T.E. = 1,257
- 3649 are county residents (88.40%)
- 479 are out-of-county residents (11.60%)
- 2324 are male (56.30%)
- 1804 are female (43.70%)
- 3092 prior students re-registered (74.90%)
- 1036 new students (25.10%)

