

BOARD OF TRUSTEES OF THE MIDDLESEX COUNTY COLLEGE

Minutes of June 20, 1972 Meeting

A regular meeting of the Board of Trustees of the Middlesex County College was held at 8:15 p. m. (meeting delayed from 7:45 due to lack of quorum), June 20, 1972, in the Board Room on the College campus. Members present were Mmes. Carman, Czaya (9:10 p. m. arrival); and Messrs. Brady, Klegman, L'Hommedieu and Stolzer. Messrs. Clancy, Marchitto and Venezia were absent. Also present were President Chambers, Mr. Hoffman, Mrs. Lake and other visitors.

Dean Walsh recommended that the Minutes of May 16, 1972, Page 107, Paragraph 2, be amended as follows:

"The 'Review of the Agreement' should indicate that State aid of \$600.00 per student per year will be apportioned between Hospital and College according to the number of credit hours taught to the student by each of them. "

Mr. Klegman moved, seconded by Mr. Stolzer, that the Minutes of the regular meeting of May 16, 1972, be approved as amended. The motion was unanimously carried.

FACILITIES AND EQUIPMENT COMMITTEE

The reports of the College Engineer and Police Department for May 1972 were noted.

Mr. Klegman moved, seconded by Mr. Stolzer, that pursuant to the recommendation of the Architect and the College Engineer and to the General Conditions of Specifications, Page D-3, the "Retainage" on the contract for electrical work on the College Center building, between the Board of Trustees and James H. DeLaplaine, Inc., be reduced from 10% to 5% of the value of the work completed to date. After discussion, the motion was unanimously carried.

Dr. Brady moved, seconded by Mr. Stolzer, that a Change Order in the contract between the Board of Trustees as agent for the New Jersey Educational Facilities Authority and Middlesex Concrete Products and Excavating Company, for the extension of parking areas, be approved in the amount of \$1,200.00 additional to the contract sum, to cover the cost of additional work; said Change Order having been recommended by the Architect and the College Engineer. After discussion, the motion was unanimously carried.

Mr. Stolzer moved, seconded by Dr. Brady, that the following construction progress payments, having been approved by the Architect and the College Engineer, be authorized for payment:

a) Sarbo, Inc.

HVAC work on the College Center building
Payments #10 and #11 \$47,525.00

(Total contract amount, \$499,627.00; paid previously, \$409,500.00; payment authorized above, \$47,525.00; balance to finish, \$42,602.00.)

b) Rule Construction Company, Inc.

General Construction on the College Center
building
Payment #20 \$108,362.00

(Total contract amount, \$2,384,378.50; paid previously, \$1,993,958.65; payment authorized above, \$108,362.00; balance to finish, \$282,057.85.)

c) James H. DeLaplaine, Inc.

Electrical Work on the College Center building
Payment #16 \$10,884.46

(Total contract amount, \$550,479.84; paid previously, \$457,022.70; payment authorized above, \$10,884.46; balance to finish, \$82,572.68.)

d) Donald C. Rodner, Inc.

Plumbing Work on the College Center building
Payment #15 \$2,700.00

(Total contract amount \$121,114.00; paid previously, \$98,765.10; payment authorized above, \$2,700.00; balance to finish, \$19,648.90.)

e) Devin Products Company

Contract #6-A, Equipment on the new College
Center building
Payment #2 \$3,285.00

(Total contract amount \$21,000.00; paid previously, \$6,840.00; payment authorized above, \$3,285.00; balance to finish, \$10,875.00.)

f) Devin Products Company
 Contract #6-B, Equipment on the new College
 Center building \$17,280.00
 Payment #1

(Total contract amount \$24,000.00; paid previously, -0-;
 payment authorized above, \$17,280.00; balance to
 finish, \$6,720.00.)

g) Kaslow & Jeffrey Construction Company, Inc.
 Contract #1, General Construction on
 Learning Resources Center building
 Payment #1 \$80,056.00

(Total contract amount, \$1,061,700.00; paid
 previously, -0-; payment authorized above, \$80,056.00;
 balance to finish, \$981,644.00.)

h) Middlesex Concrete Products & Excavating Corporation
 Contract #1-A, Parking Lot
 Payment #3 \$2,190.37

(Total contract amount, \$21,408.25; paid previously,
 \$2,250.00; payment authorized above, \$2,190.37;
 balance to finish, \$16,967.88.)

After discussion, the motion was unanimously carried.

Mr. Stolzer moved, seconded by Dr. Brady, that a contract for
 furnishing the Printing of the 1972 Pathfinder be awarded to Palisades
 Printing of Cliffside Park, New Jersey, at its bid price of \$3,785.00;
 said amount representing the lowest price which fully met College
 specifications among three bids received on May 31, 1972. After
 discussion, the motion was unanimously carried.

Mr. Klegman moved, seconded by Dr. Brady, that contracts for
 supplying Graphic Art Equipment be awarded to the following companies
 in the amounts listed; said amounts representing the lowest prices which
 fully met College specifications among fourteen (14) bids received on
 May 19, 1972:

- CCM Arts & Crafts, Inc.
 College Park, Maryland \$ 65.90
- IBM Corporation
 Cranford, New Jersey 4,400.00
- VariTyper Div. /Addressograph Multigraph of
 Mountainside, New Jersey 2,090.00

| | |
|--|------------|
| Keuffel & Esser Company Trenton, New Jersey | \$3,133.75 |
| Total | \$9,689.65 |

(Typemasters, Selectric Composer, Headliner, Developing Sink)

After discussion, the motion was unanimously carried.

Mrs. Carman moved, seconded by Mr. Stolzer, that an additional \$1,343.47 be authorized in payment of the contract for Carpeting for the College Center (originally authorized on April 18, 1972) for three additional rooms specified which were omitted from original bid. (Claremont Painting & Decorating Company - P.O. 71-2116.) After discussion, the motion was unanimously carried.

Mr. Stolzer moved, seconded by Mrs. Carman, that an additional \$270.00 be authorized in payment of the contract "Furniture for College Center" (originally authorized on April 18, 1972) to cover item originally omitted. New Jersey Office Supply Company, Inc. - 15 - Cole #2631 Stacking Chair - P.O. #71-2111. After discussion, the motion was unanimously carried.

Mr. Klegman moved, seconded by Mrs. Carman, that contracts for supplying Lab Supplies - Chemistry be awarded the following companies in the amounts listed; said amounts representing the lowest prices which fully met College Specifications among twelve (12) bids received on April 3, 1972: (bottles, brushes, crucibles, glass tubing, chemicals, tubing)

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|--|-----------|
| VWR Scientific Company Bronx, New York | \$ 433.27 |
| Sargent-Welch Scientific Company Springfield, New Jersey | 616.52 |
| Central Scientific Company Mountainside, New Jersey | 819.14 |
| New Jersey Scientific Supply Company Middlebush, New Jersey | 609.06 |
| Fisher Scientific Company Springfield, New Jersey | 2,813.56 |
| SGA Scientific, Inc. Bloomfield, New Jersey | 498.11 |

Para Scientific Company
Trenton, New Jersey

\$2,300.54

Total

\$8,090.20 (To be charged
to 1972-73
budget)

After discussion, the motion was unanimously carried.

Mr. Stolzer moved, seconded by Dr. Brady, that a contract for supplying lawn supplies be awarded to Reed & Perrine, Inc., of Tennent, New Jersey, at its bid price of \$3,494.05; said amount representing the lowest price which fully met College specifications among seven (7) bids received on June 9, 1972. (Lime, fertilizer, seed, etc.; to be charged to 1972-73 budget) After discussion, the motion was unanimously carried.

Mrs. Carman moved, seconded by Mr. Stolzer, that a contract for supplying the Furniture - Custom Study Carrels - be awarded to Jafco Industries of Middlesex, New Jersey, at its bid price of \$5,550.00; said amount representing the lowest price which fully met College specifications among six (6) bids received on June 16, 1972. After discussion, the motion was unanimously carried.

Mr. Klegman moved, seconded by Mr. Stolzer, that a contract for furnishing Fuel Oil for the Fiscal Year 1972-73 be awarded to Faraci Brothers of New Brunswick, New Jersey, at its low bid price of .1055 cents per gallon for #4 fuel oil, in the estimated quantity of 100,000 gallons and .1190 cents per gallon for #2 fuel oil, in the estimated quantity of 160,000 gallons; said amounts representing the lowest prices which fully met College specifications among nine (9) bids received on June 7, 1972. After discussion, the motion was unanimously carried.

Mr. Stolzer moved, seconded by Dr. Brady, that contracts for supplying Photographic Equipment be awarded to the following companies in the amounts listed; said amounts representing the lowest prices which fully met College specifications among seven (7) bids received on May 25, 1972, and eight (8) bids received on June 13, 1972:

| | |
|---|-------------|
| L. Kaltman & Sons, Inc. Mountainside, New Jersey | \$ 2,745.00 |
| Treck Photographic, Inc. New York, New York | 1,883.10 |
| Fishkin Brothers, Inc. Perth Amboy, New Jersey | 8,311.35 |
| E. R. Photo Supply, Inc. Kenvil, New Jersey | 4,800.00 |

| | |
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| Wolsten's Projector House, Inc. Irvington, New Jersey | \$ 540.00 |
| Total | \$18,279.45 |

(Photostat camera/darkroom, front projection screen, timers, cameras, movie projectors, meters, processors, tripod.)

After discussion, the motion was unanimously carried.

Mr. Klegman moved, seconded by Mr. Stolzer, that contracts for supplying Photographic Supplies be awarded to the following companies in the amounts listed; said amounts representing the lowest prices which fully met College specifications among seven (7) bids received on May 25, 1972:

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|--|--|
| Boise Audio Visual Products Company Scotch Plains, New Jersey | \$ 289.68 |
| L. Kaltman & Sons, Inc. Mountainside, New Jersey | 135.20 |
| Treck Photographic, Inc. New York, New York | 2,049.20 |
| Fishkin Brothers, Inc. Perth Amboy, New Jersey | <u>8,257.59</u> |
| Total | \$10,731.67 (To be charged to 1972- 73 budget) |

(Aprons, copy film, liquid developer, drum cleaner, cartridges, cotton gloves.)

After discussion, the motion was unanimously carried.

The question was asked and answered affirmatively that all purchases approved on June 20, 1972, were within the funds allocated in the budget.

FINANCE COMMITTEE

Mr. Stolzer moved, seconded by Dr. Brady, for adoption of the following resolution:

WHEREAS, on February 8, 1971, the Board of School Estimate approved for Middlesex County College a capital budget for 1971-72 which included, among other things, items for the purchase of new equipment in the total amount of \$669,982.00, which amount was to be funded by 50% contributions from both the County of Middlesex and the State of New Jersey; and

WHEREAS, the State of New Jersey, through the Department of Higher Education, copy of communication attached hereto, has informed this Board that it cannot provide its anticipated contribution of \$334,991.00, but will provide a total of \$89,136.00 instead, a reduction of \$245,855.00; and

WHEREAS, expenditures from the capital account chargeable to the 1971-72 budget have been limited and will continue to be limited to a total of \$424,127.00, inasmuch as the State contribution has been reduced as noted above.

NOW, THEREFORE, BE IT RESOLVED that the capital budget for Middlesex County College for 1971-72, be amended to a new total of \$424,127.00 to allow for said reduction in the State contribution; and

BE IT FURTHER RESOLVED that the following list of line item transfers within said new total be and they are hereby approved. (See attached)

After discussion, the motion was unanimously carried.

Mr. Stolzer moved, seconded by Mr. Klegman, that a payment in the amount of \$2,000.00 to Lloyd A. Cestare of the firm Lipman, Cestare & Harris be authorized for services rendered in auditing College accounts for the current year. (This is the standard third quarter payment; a final bill will be rendered when the audit is completed.) After discussion, the motion was unanimously carried.

Mr. Stolzer moved, seconded by Mr. Klegman, that the following resolution recommending and approving a parking facility project of the New Jersey Educational Facilities Authority to be located at and leased to Middlesex County College; authorizing the conveyance of land to the New Jersey Educational Facilities Authority for a certain project to be built thereon, establishing rules and rates for the project; and approving the form and authorizing the execution and delivery of a lease and agreement in connection therewith, be adopted subject to a commitment by the New Jersey Educational Facilities Authority to provide \$170,000. in construction funds on or before November 4, 1972; and further subject to the approval of all details by legal counsel to the College:

WHEREAS, the Board of Trustees of Middlesex County College (the "Board") is authorized by law to convey to the New Jersey Educational Facilities Authority (the "Authority") land at Middlesex County College (the "Public College") described in Exhibit A attached hereto upon which parking facilities are to be constructed (the "Project"); and

WHEREAS, there has now been prepared and presented to the Board a form of Deed to the Authority conveying the site of the Project to the Authority for the purpose of the construction thereon of the Project; and

WHEREAS, the Board of Trustees has been submitted a form of Lease and Agreement (the "Agreement"), between the Authority and the Board of the Public College relating to the Project; and

WHEREAS, the requirements of the Authority require the adoption of certain rules and rates; and

WHEREAS, it is deemed advisable in respect of the Project to approve the form of and authorize the execution and delivery of the Agreement; and

WHEREAS, the Board of Trustees desires to recommend and approve the acquisition of the Project by the Authority;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF MIDDLESEX COUNTY COLLEGE AS FOLLOWS:

Section 1. That the Board of Trustees hereby recommends and approves the acquisition of the site of the Project by the Authority.

Section 2. That the form of Deed to the Authority of the premises described therein and constituting the site of the Project at Middlesex County College, as presented to and considered by this Board, is hereby authorized and approved, and the Chairman or any Vice-Chairman and the Secretary or Assistant Secretary be and they are hereby authorized and directed for and on behalf of the Board to execute and deliver said Deed to the Authority.

Section 3. That the aforesaid officers of the Public College and the Board be and they are hereby authorized and directed to make, execute and deliver all such additional and supplemental documents and to do and perform such acts and to take such actions as may be necessary or required for the consummation of the transactions provided for and contemplated by the aforesaid Deed and the construction and financing of the Project by the Authority.

Section 4. That the Board of Trustees hereby establishes and covenants to enforce, during the term of the Agreement, rules and regulations that will assure maximum occupancy and use of the facilities in the Project. Such rules shall be amended from time to time, as the need arises, to meet changing conditions.

Section 5. That in the event more space or facilities should become available for parking facility purposes than are required by students for such spaces or facilities, the officers of the Public College are hereby directed to give preference and priority to the use of the Project, resulting, to the extent practicable, in the occupancy and use of all the space and services of said Project, even if such preference results in the non-use of all or a part of any other similar space or facilities available at the Public College not provided by the Authority which may be suitable or usable for parking facility purposes for students and that the Public College will not contract to build, or have built, another parking facility on the campus during the term of the Agreement without the approval of the Authority.

Section 6. That to the extent any surplus space of facilities shall ever become available in the said Project or in similar facilities provided by the Authority during the term of the Agreement or any subsequent lease and Agreement it shall be the duty of the officers of the Public College to enforce rules requiring occupancy and use, to the extent practicable, of said Project by students attending said Public College.

Section 7. That the officers of the Public College are hereby directed to utilize and to cause the utilization of said Project in such manner as will yield the maximum revenues of which they are reasonably capable.

Section 8. That the charges for the use of such Project shall be included in a Parking Facility Fee which shall not be less than \$20.00 per full school year for full-time students and shall not be less than \$10.00 per full school year for part-time students or such charges as shall be adequate to meet the costs of operation of the Project, Annual Rentals for the Project as specified in the Agreement between the New Jersey Educational Facilities Authority and the Board of Trustees of the Public College, and other costs of the Authority in connection with the Project.

Section 9. That the form of the Agreement, between the Authority and the Public College is substantially the form of the Authority's Agreement attached hereto and made a part thereof as fully as if set forth verbatim herein with such changes, omissions, insertions and revisions as shall be approved by the Authority and the hereinafter authorized officers of the Public College, providing for the leasing by the Authority to the Public College of the premises and buildings and improvements thereon, constituting the Project, be and the same is hereby authorized to be entered into and approved, and the Chairman and Vice-Chairman, Secretary or Assistant Secretary of the Board of Trustees, and the President or Vice President of the Public College, be and they are hereby authorized and directed, for and on behalf and in the name of the Public College to execute and deliver said Agreement.

Section 10. That the Chairman or Vice-Chairman, Secretary or Assistant Secretary of the Board of Trustees, and the President or Vice President of the Public College be and they are hereby authorized and directed to make, execute and deliver all such additional and supplemental documents and to do and perform such acts and to take such actions as may be necessary or required for the consummation of the transactions provided for and contemplated by the aforesaid Lease and Agreement and the construction and financing of the Project by the Authority.

Section 11. That all resolutions, orders and other actions of the Board of Trustees of the Public College in conflict with the provisions of this resolution to the extent of such conflict are hereby superseded, repealed or revoked.

Section 12. That this resolution shall take effect immediately.

After discussion, the motion was unanimously carried.

Dean Walsh reviewed the Cash Summary Report for the Month Ended May 31, 1972; Statement of Current Operating Income for the Eleven-Month Period Ended May 31, 1972; and Summary of Financial Report for the Eleven-Month Period Ended May 31, 1972. (Copies filed with Papers Supporting the Minutes.)

PERSONNEL COMMITTEE

Mrs. Carman moved, seconded by Dr. Brady, that the following resignations be accepted as of the dates indicated:

- a) Laura A. Bonagura, Instructor in the Social Science Department, effective June 30, 1972;
- b) Margaret Moked, Instructor (on leave) in the Foreign Language Department, effective June 30, 1972;
- c) Harold F. Tracey, Police Officer, effective May 24, 1972;
- d) Jacqueline J. Vivelo, Instructor in English Department, effective June 30, 1972;
- e) Margaret E. Turner, Assistant Instructor in the Secretarial Science Department, effective June 30, 1972;
- f) Stephen Ohr, Instructor in the Social Science Department, effective June 30, 1972;
- g. Marie N. Fiorentini, Secretary to the Dean of Administration, effective July 14, 1972;

- h) Francis Carl Piccola, Evening Lab Coordinator in the Biology Department, effective June 15, 1972.

After discussion, the motion was unanimously carried.

Mrs. Carman moved, seconded by Mr. Stolzer, that the following professional appointments be authorized:

- a) Stanley Wiley, Counselor in the Division of Student Personnel, for the period July 1, 1972 to June 30, 1973, with the academic rank of Instructor, at a salary of \$11,000.;
- b) William Geraghty as College Center Manager, in the Division of Administration, for the period July 1, 1972 to June 30, 1973, at a salary of \$10,200.

After discussion, the motion was unanimously carried.

Mrs. Carman moved, seconded by Mr. Stolzer, that the following pay adjustments, which are in the nature of corrections of errors or oversights, be authorized:

- a) \$192.50 each to:

Goldelie Schneider
Stanley E. Wiley

Interns in the Counseling Office of the Division of Student Personnel. (The \$192.50 sum is for the entire year. These people were paid at a lower rate than agreed upon because of the wage freeze, and when it was announced that they could have an increase of 5.5%, it was not added.)

- b) \$244.00 to Miss Mary Ann Miller, covering the entire year. (This amount is due Miss Miller because she was paid at a lower annual rate than the amount that had been agreed to as a minimum for instructors.)

After discussion, the motion was unanimously carried.

Mrs. Carman moved, seconded by Mr. Klegman, that an unpaid personal leave of absence for the month of August, 1972, be authorized for Mrs. Carol Taha, Counselor in the Division of Student Personnel, with the understanding that this authorization shall not constitute a precedent for such leaves. After discussion, the motion was unanimously carried.

6/20/72

Mrs. Carman moved, seconded by Dr. Brady, that the following non-academic personnel appointments be authorized:

- a) Lawrence Roy Barnikow, probationary officer in the Police Department, effective June 8, 1972, at \$557.00 per month; (Replacement for officer who resigned.)
- b) Anthony Americo Landolfi as a probationary officer in the Police Department, effective June 5, 1972, at \$557.00 per month; (Replacement for officer who resigned.)
- c) Diana Ruth Jerome, Clerk-Typist II in the Division of Student Personnel, at \$350.50 per month, effective May 15, 1972; (Replacement for clerk who resigned.)
- d) Patricia Ann Gore, Steno-Typist II in the Division of Administration, at \$416.00 per month, effective May 30, 1972; (Replacement for Steno-Typist II transferred to another division.)
- e) George William Taylor, Custodian in the Department of Buildings and Grounds, at \$2.95 per hour plus shift premium, effective May 23, 1972; (Replacement for Custodian who was promoted.)
- f) Michael Kudryk as a Custodian in the Department of Buildings and Grounds, effective May 15, 1972, at \$2.95 per hour plus shift premium; (To replace Custodian who resigned.)
- g) Agnes M. O'Leary as a substitute Clerk to be called when needed at \$2.30 per hour.

After discussion, the motion was unanimously carried.

Mrs. Carman moved, seconded by Mr. Stolzer, that the following pay adjustments, which are corrections of errors or oversights in obtaining Board's authorizations, be approved:

- a) \$600.00 to Dr. Arthur Nagy for three hours of clinic supervision per week in the Department of Dental Hygiene during the Spring Semester;
- b) \$300.00 to Mr. Raymond Nolan for services as coordinator of the Civil Technology Program for the 1971-72 academic year.

(Explanatory Note: These items were picked up this month when actual payroll was audited back to Board Minutes.)

After discussion, the motion was unanimously carried.

6/20/72

- c) Mrs. Lila Cohen, Assistant Professor in the Biology Department, for the period September 1, 1972 to June 30, 1973, pursuant to Section V-C-2;
- d) Mrs. Lynn Winik, Instructor in the Department of Fine Arts, for the period September 1, 1972 through January 25, 1973, pursuant to Section V-C-2.

After discussion, the motion was unanimously carried.

Mrs. Carman moved, seconded by Dr. Brady, that the following overload payments to fulltime faculty members be authorized pursuant to the current collective bargaining agreement:

| | | |
|----------------------|---------------------------|---------------|
| Bourque, David | Accounting Department | \$1,184.40 |
| Feehan, Thomas | " " | 384.63 |
| Tornatore, Charles | " " | 1,094.89 |
| Whiting, H. Kneeland | " " | 1,137.48 |
| Korchin, Florence | Physics Department | 429.16 |
| Kalugin, Lloyd | Marketing Department | 472.06 |
| Reilly, Catherine | Dental Hygiene Department | <u>582.00</u> |
| | Total | \$5,284.62 |

After discussion, the motion was unanimously carried.

Mrs. Carman moved, seconded by Mr. Klegman, that the President be authorized to hire not more than 215 people for a total of not more than \$220,000. to conduct the regular Summer Semester programs, special community services programs during the summer, and a program of media research and development, also during the summer; providing that full detail as to specific names, courses taught or other duties performed, and exact salaries shall be submitted to the Board at its July meeting. After discussion, the motion was unanimously carried.

(Explanatory Note: Rates to be used will be the same as those paid in the Summer of 1971.)

Mrs. Carman moved, seconded by Mrs. Czaya, that the following Department Chairmen be employed for the summer as follows:

- a) Mrs. Jean Buckley, Nursing Department Chairman, for one month at \$1,445.00;
- b) Mr. Charles Oxman, Biology Department Chairman, for one month at \$1,475.00;
- c) Mr. Theodore Lorenz, Chairman of the Marketing, Art, & Design Department, for one month at \$1,670.00;

Mrs. Carman moved, seconded by Mr. Stolzer, that Mr. Clement Ferdinando be appointed as a part-time Laboratory Coordinator to work during the summer session of 1972 for ten hours per week at \$3.85 per hour. After discussion, the motion was unanimously carried.

Mrs. Carman moved, seconded by Mr. Klegman, that the following persons be appointed to the positions and at the rates indicated:

- a) Mr. John Kenneth Porsolt, Receiving and Inventory Clerk, at \$3.70 per hour, effective June 26, 1972;
- b) Mr. Abraham George Natter, Warehouseman, at \$3.30 per hour, effective June 26, 1972;
- c) Mr. Andrew John Millar, Warehouseman, at \$3.30 per hour, effective June 26, 1972.

(Explanatory Note: Cost for these positions will be charged to funds budgeted partly in the Purchasing Department, but primarily in the Department of Buildings & Grounds. The purpose is to designate specific people to handle campus equipment and supply deliveries, warehouse operations, furniture set-ups, etc., as opposed to having them handled by Maintenance mechanics. These positions are within the total number of positions budgeted, and the total amount budgeted, for the new year.)

After discussion, the motion was unanimously carried.

Mrs. Carman moved, seconded by Mr. Klegman, that Mrs. Jane Newman be appointed as a Counselor/Intern in the Division of Student Personnel for the period September 1, 1972 to June 30, 1973, to work twenty hours per week at a salary of \$3,750.00. After discussion, the motion was unanimously carried.

Mrs. Carman moved, seconded by Mr. Stolzer, that the following unpaid leaves of absence for faculty members be approved, pursuant to the cited provision of the 1971-72 collective bargaining agreement in each case:

- a) Mr. Philip Baum, Assistant Professor in the Social Science Department, for the period September 1, 1972 to June 30, 1973, pursuant to Section V-C-1;
- b) Miss Genevieve Semple, Associate Professor in the Nurse Education Department, for the period September 1, 1972 to June 30, 1973, pursuant to Section V-C-1;

- d) Mr. Michael Pepper, Chairman of the Department of Hotel-Restaurant Management, for two months at \$2,040.00;
- e) Mr. Lloyd Kalugin, Associate Professor in Retailing, for one month at \$1,416.20.

(Explanatory Note: The above salaries are exactly the same as the rates paid to these individuals during 1971-72; they have been provided for in the departmental budgets with the exception of Nursing, which is covered by the Division of Continuing Education.)

After discussion, the motion was unanimously carried.

Mrs. Carman moved, seconded by Mrs. Czaya, that the resignation of Mr. Edward J. Winterbauer, instructor in the Mathematics Department, effective June 30, 1972, be accepted. After discussion, the motion was unanimously carried.

Mrs. Carman moved, seconded by Mrs. Czaya, that Mrs. Elizabeth Constantine be paid \$615.00 for three hours of adjunct teaching in the Fine Arts Department during the Spring Semester of 1972. After discussion, the motion was unanimously carried.

EDUCATION COMMITTEE

Dr. Brady reviewed the June Report of the Education Committee prepared by the Dean of Faculty (copy attached).

COMMUNITY AFFAIRS COMMITTEE

Mr. Klegman 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., since the May meeting of the Board total \$7,645.

EMPLOYEE RELATIONS COMMITTEE

In the absence of Mr. Venezia, Dean Walsh reported that the Faculty Organization, Local 1940, AFT (AFL-CIO), and the College are at an impasse in negotiation of a 1972-73 contract. Two mediation sessions have been held. Members of the Board Committee and the President have been fully informed of all facts. There is a moratorium until June 4, since the mediator will not be available until that time.

With reference to the Teamsters Union, the College has made an offer to settle. A meeting has been scheduled for June 21 and a report will be made to the President as soon as the meeting is concluded.

The International Brotherhood of Police Officers, Local 371, has submitted a proposal for a contract. A meeting is scheduled for Thursday, June 22, 1972.

Four grievances initiated by Local 1940 are in progress with respect to employment of adjunct personnel; overload payment; failure to convene the Promotion Appeals Committee; and incorrect salary to a librarian. An arbitration hearing on the adjunct personnel grievance was held June 12 and on the overload question, May 22 (report due tomorrow on the latter). The President has ruled on the Promotion Appeals Committee; and the question of salary for the librarian was answered this date.

Mr. Stolzer moved, seconded by Dr. Brady, that the payment of a stipend of \$900.00 each to Dr. Harold Gladstone and Mr. Thomas Regan for services rendered as members of the Collective Bargaining Committee for the 1972-73 collective bargaining negotiations be authorized. After discussion, the motion was unanimously carried.

STUDENT AND ALUMNI AFFAIRS COMMITTEE

The Committee is planning to have an organization meeting on July 6.

BY-LAWS

Mr. Klegman indicated that a functional statement for the Employee Relations Committee was approved at the November 16 and December 21 meetings of the Board, but the Board failed to establish the Employee Relations Committee as a Standing Committee.

Mr. Klegman moved, seconded by Mrs. Carman, as a first reading to amend the By-Laws, that the Employee Relations Committee be established as a Standing Committee of the Board of Trustees; that it be composed of three Board members; and that the functional statement approved on November 16, 1971, and December 21, 1971, listed below, be assigned to this particular Committee:

"EMPLOYEE RELATIONS COMMITTEE. The Committee shall

- (1) provide liaison, through the President, with employees of the College with respect to salaries, working conditions, and grievance procedures;
- (2) review and recommend agreements entered into with employees that govern salaries, working conditions, and grievance procedures;
- (3) receive complaints or grievances from

employees with respect to salaries, working conditions, and grievance procedures, and recommend disposition of such cases to the Board after exhaustion of administrative remedies; (4) recommend or present to the Board matters relating to salaries, working conditions, and grievance procedures of employees which the Committee deems appropriate for consideration by the Board of Trustees, handle all other labor relations matters which the Board shall designate."

After discussion, the motion was unanimously carried.

Mrs. Lake was instructed to send a copy of the proposed amendment of the By-Laws, as sponsored by Mr. Klegman on June 20, 1972, to each Trustee at least three days prior to the next meeting of the Board of Trustees.

COUNSEL'S REPORT

Mr. Hoffman reported receipt of a communication from the Internal Revenue Service indicating that Middlesex County College Foundation, Inc., can establish a revolving loan fund without losing its tax exempt status. This means that the making of loans to needy students is a permitted activity of the Foundation.

PRESIDENT'S REPORT

President Chambers reviewed the Admissions Report--Applications for September 1972, as of June 15, 1972. The proportion of high school graduates coming to the College indicates that the enrollment will continue to increase throughout this decade. MCC is able to accommodate about 50% annually of current applicants.

The Summer EOF program has received a \$54,000. grant to absorb students into the Summer remedial program. It is anticipated that most will continue into the Fall. The grant covers 162 students.

Senate Bill 659 has been passed and awaits President Nixon's signature. Essentially, this bill makes a broader base of financial support to higher education. Dr. Chambers urged Trustees to contact their congressman to support appropriation authorizations to implement this bill.

. . .

Unless there is objection, Mr. L'Hornmedieu advised that he intends to appoint an ad hoc Legislation Committee, which would receive all relevant legislation having to do with purposes, objectives, and operations of the College. Mr. Hoffman would be a member of the Committee and counsel the Committee on the legal aspects of the legislation under consideration. The proposed Legislation Committee would advise the Board of Trustees with respect to all matters pertaining to pending, proposed, or current legislative activities.

. . .

The next regular meeting of the Board of Trustees will be held on July 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 10:22 p. m.

JOSEPH KLEGMAN
Secretary



STATE OF NEW JERSEY
STATE BOARD OF HIGHER EDUCATION

RESOLUTION ALLOCATING FUNDS FOR COUNTY COMMUNITY
COLLEGE FY 1971-72 MINOR CAPITAL EXPENSES

- WHEREAS: The Legislature has appropriated \$1,200,000 for County College minor capital expenses in Fiscal Year 1971-72; and
- WHEREAS: The Board has approved the transfer of \$350,000 from the FY 1971-72 State Aid appropriation for County Community Colleges from operating to Capital funds; and now therefore be it
- RESOLVED: That the Board of Higher Education hereby allocates \$1,550,000 as the State contribution to the County Community Colleges for minor capital expenditures in 1971-72, with the attached schedule indicating the sum to be received by each institution.

August 6, 1971

2

MINOR CAPITAL ALLOCATIONS FOR NEW JERSEY
COMMUNITY COLLEGES FOR FISCAL YEAR 1971-72

| <u>Institution</u> | <u>Requested State Share</u> | <u>BHE Allocation</u> |
|--------------------|----------------------------------|---------------------------|
| Atlantic | \$ 29,447 | \$ 13,124 |
| Bergen | 263,033 | 117,233 |
| Brookdale | 247,500 | 197,000 |
| Burlington | 242,867 | 196,385 |
| Camden | 28,538 | 12,719 |
| Cumberland | 30,000 | 13,371 |
| Essex | 442,116 | 197,052 |
| Gloucester | 70,500 | 52,980 |
| Mercer | 185,000 | 82,454 |
| Middlesex | 199,991 | 89,136 |
| Morris | 172,984 | 77,099 |
| OCean | 82,412 | 36,731 |
| Passaic | 350,000* | 350,000* |
| Somerset | 125,000 | 55,712 |
| Union | -0- | -0- |
| Union Tech. | <u>132,385</u> | <u>59,004</u> |
| Total | \$2,601,773** | \$1,550,000** |

* includes funds for renovation of interim facility.

** includes \$350,000 transferred from state aid operating funds

MIDDLESEX COUNTY COLLEGE
CAPITAL BUDGET TRANSFERS

JUNE 20, 1972

| | | BUDGET | |
|----|--------------------------|----------|----------|
| | | INCREASE | DECREASE |
| 1 | PRESIDENTS OFFICE | 570 | |
| 2 | BUSINESS OFFICE | | 4300 |
| 3 | PURCHASING DEPARTMENT | | 2200 |
| 4 | DEAN OF STUDENTS OFFICE | | 1550 |
| 5 | REGISTRAR | | 700 |
| 6 | COUNSELING | | 2900 |
| 7 | COMPUTER CENTER | | 1000 |
| 8 | OFFICE SERVICES | | 5000 |
| 9 | NURSING EDUCATION | | 3500 |
| 10 | DENTAL HYGIENE | | 8600 |
| 11 | RADIOLOGIC TECH | | 6550 |
| 12 | FINE ARTS | | 2300 |
| 13 | HEALTH AND PHYS. EDUC. | | 2300 |
| 14 | ACCOUNTING | | 1240 |
| 15 | MARKETING | 410 | |
| 16 | MARKETING ART + DESIGN | 1640 | |
| 17 | | | |
| 18 | HOTEL + REST. MANAGEMENT | | 4100 |
| 19 | PRETECH | | 2800 |
| 20 | ELECTRICAL TECH | | 4690 |
| 21 | MECHANICAL + CIVIL TECH | | 13800 |
| 22 | COMPUTER SCIENCE | | 6800 |
| 23 | BIOLOGY | | 3800 |
| 24 | CHEMISTRY | | 2900 |
| 25 | MATH DEPT | | 8000 |
| 26 | PHYS. DEPT | | 5700 |
| 27 | CONTINUING ED | | 2980 |
| 28 | LIBRARY | 10000 | |
| 29 | INSTRUCTIONAL MEDIA | | 11900 |
| 30 | " " ACCESS | | 67100 |
| 31 | " " CURRICULUM | | 2000 |
| 32 | MAINTENANCE | | 4000 |
| 33 | SECURITY | | 4100 |
| 34 | BUILDING 134 | 810 | |
| 35 | BUILDING 108 | 90 | |
| 36 | RADITAN HALL - ROOM 201 | 540 | |
| 37 | CENTER 3 | 320 | |
| 38 | CHEMISTRY LABORATORY | 17000 | |
| 39 | WEST HALL | 34875 | |
| 40 | SOILS LAB | 1180 | |
| | | 67435 | 186810 |

279

MIDDLESEX COUNTY COLLEGE
CAPITAL BUDGET TRANSFERS


JUNE 20, 1972

| | | BUDGET | |
|----|--|----------|----------|
| | | INCREASE | DECREASE |
| 1 | MAIN HALL - LOUNGE AREA | | 9800 |
| 2 | WILLIAM ROAD PROJECT | 4790 | |
| 3 | NEW PARKING LOT | | 270000 |
| 4 | LOOP ROAD PROJECT | 50000 | |
| 5 | COLLEGE CENTER EQUIPMENT | 160000 | |
| 6 | HEALTH TECH. EQUIPMENT | 2400 | |
| 7 | LEARNING RESOURCES CENTER | 2570 | |
| 8 | GENERAL ADMINISTRATION EQUIPMENT | 20000 | |
| 9 | ACADEMIC SERVICES | 50000 | |
| 10 | | | 26010 |
| 11 | | | |
| 12 | MATCHING V.E.A. FUNDS | | 110430 |
| 13 | TOTAL | 357195 | 603050 |
| 14 | LESS: REDUCTION IN BUDGET DUE TO DECREASE IN | | |
| 15 | STATE AID AUTHORIZATION | | |
| 16 | | | |
| 17 | STATE SHARE | 89136 | |
| 18 | COUNTY SHARE | 334991 | |
| 19 | | 424127 | |
| 20 | LESS: CAPITAL TOTAL PER | | |
| 21 | ORIGINAL BUDGET | 669982 | |
| 22 | | | |
| 23 | DECREASE | 245855 | |
| 24 | REDUCTION IN CAPITAL BUDGET | | (245855) |
| 25 | | | |
| 26 | TOTAL | 357195 | 357195 |

281

MEMORANDUM

TO: EDUCATION COMMITTEE DATE: June 14, 1972
Dr. Edward A. Brady, Chairman
Mr. Joseph Klegman
Mrs. Mary Czaya
Mr. James J. Clancy
Mr. Fred Grossman
Mr. H. Ian Smith

FROM: Dean John Callahan 

SUBJECT: June Report to Education Committee

1. On Wednesday, May 31, the Secretarial Science Department hosted an all day workshop of neighboring community college secretarial science faculties. Representatives of the participating institutions were treated to an excellent demonstration on the use of 3M Company "office stimulation" materials. The presentation was conducted by members of the 3M Company educational staff.

Since the Secretarial Science Department plans to experiment with these materials in the coming academic year, a follow-up workshop will be held on campus August 1.

2. The Dental Hygiene Department reports, with great honor, that the Dental Hygiene program received full accreditation from the American Dental Association on Tuesday, May 23. Middlesex County College is the first community college in New Jersey to receive accreditation on the initial visitation by an American Dental Association evaluation team.
3. On Wednesday, May 21, the Learning Resources Division sponsored a demonstration of the Polaroid MP3 Camera. The MP3 Camera facilitates the educational process in that it simplifies and expedites the recording or copying of a variety of items such as preparations, experimental reactions, charts, and textbook illustrations. This program was the last in the academic year '71-72 series of Learning Resources equipment demonstrations for the faculty.

Plans are already underway to continue the Learning Resources innovative equipment demonstration series in the coming academic year.

June 14, 1972

4. On Friday, June 2, notification was received from the Robert Wood Johnson Foundation that a \$2,000. grant has been awarded to the College in continued support of the refresher training program for inactive registered nurses. The "Nurse Refresher Course" will be offered through the Division of Continuing Education, in cooperation with the Department of Nurse Education. The course will begin on June 19, be six weeks in duration, ten hours each week.
5. A \$243,512. Allied Health Special Improvement Grant has been awarded to the College's Radiologic Technology and Dental Hygiene programs by the National Institutes of Health, Department of Health Education and Welfare. The money will be appropriated to the College over a five year budget period. The initial year provides for a \$21,854. grant to the Dental Hygiene program and a \$75,460. grant to the Radiologic Technology program. Approved budget items in the Dental Hygiene grant included \$13,106. for personnel, \$500. for consultant services, \$5,000. for equipment, and \$2,000. for supplies. Approved budget items in the Radiologic Technology grant included \$8,737. for personnel, \$50,000. for equipment, \$2,500. for supplies, \$300. for travel-domestic, and \$13,000. for alterations and renovations.
6. The Division of Continuing Education has listed the following community service and related projects:
 - A. In cooperation with the Department of Health, Physical Education and Recreation, the Division of Continuing Education will sponsor the "Third Annual Central Jersey Wrestling Clinic" from August 14-18. The clinic's staff will be composed of both collegiate and secondary school wrestling coaches, all of whom have compiled impressive personal achievements as champion wrestlers and coaches.
 - B. In co-sponsorship with the Department of Social Science, the Middlesex County Council of Parent-Teacher Associations, and the New Jersey Congress of Parents and Teachers, the Division of Continuing Education is planning an all day conference entitled "Leadership Training for People Power--Parent Action and Involvement."

Participants will have the opportunity to explore group dynamics and discussion techniques in small workshop settings with professional group leaders. The program is aimed at

Education Committee

Page 3

June 14, 1972

building leadership skills, self-confidence and sensitivity to group needs. The planning of group projects and the utilization of community resource materials will also be examined.

- C. The Division of Continuing Education reports a preliminary mail registration of 1400 for the 1972 Summer Session.

JNC/vg

