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BOARD OF TRUSTEES OF THE MIDDLESEX COUNTY COLLEGE

Minutes of August 3, 1972 Meeting

A special meeting of the Board of Trustees of the Middlesex County College was held at 12:00 Noon, August 3, 1972, in the Board Room on the College campus. Members present were: Mmes. Carman, Czaya; and Messrs. Clancy, L'Hommedieu, Marchitto and Stolzer. Messrs. Brady, Klegman and Venezia were absent. Also present were President Chambers, Mr. Hoffman and other visitors.

Mr. L'Hommedieu stated that notice of meeting was sent out from Mr. William R. Walsh, Jr., upon his instructions, due to the absence of the Secretary and the Assistant Secretary.

Mr. L'Hommedieu stated that the first order of business is to consider the award of contracts for the construction of a new parking lot and the reconstruction of Loop Road.

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

WHEREAS, bids on new parking lots, the reconstruction of Loop Road and the repair of March Road and the construction of miscellaneous sidewalks on the college campus were received on July 31, 1972, the results of such bid being shown on the attached tabulation sheets; and

WHEREAS, the Architect, the College Engineer and the Vice President for Administration and Finance have recommended the acceptance of the base bid of Allen Blacktop Corp. in connection with the construction of the new parking lot and also recommended that Alternate S-2 concerning the reconstruction of Loop Road and the repair of March Road and Alternate S-3 concerning the construction of miscellaneous sidewalks be awarded to Allen Blacktop Corp; and

WHEREAS, the Architect, the College Engineer and the Vice President for Administration and Finance have recommended that the base bid in connection with the electrical work be awarded to Lessner Electric and that the Alternates E-1 and E-2 be rejected; and

WHEREAS, the base bid contracts in connection with this work are to be financed by the New Jersey Educational Facilities Authority and the alternate work is to be financed and constructed solely by the Board of Trustees of the Middlesex County College.

NOW, THEREFORE, be it resolved that the following contracts be awarded to the following contractors in the following amounts:

Allen Blacktop Corp.	\$109,250.00
Lessner Electric	<u>61,500.00</u>
Total	\$170,750.00

BE IT FURTHER RESOLVED the awarding of this contract shall be contingent upon the concurrence of the New Jersey Educational Facilities Authority and shall not become effective until said contracts have been executed by the New Jersey Educational Facilities Authority and the Board of Trustees and have met with the approval of College Counsel; and

BE IT FURTHER RESOLVED that a contract in the sum of \$30,640. be awarded Allen Blacktop Corp. by the Board of Trustees which contract relates to the reconstruction of Loop Road and the repair of March Road and the construction of miscellaneous side-walks on the College campus.

Mr. Walsh stated that contractors are scheduled to sign contracts on this date and to begin work on Monday, August 7, 1972. A letter dated July 31, 1972, was received from Mr. Bambach of the Educational Facilities Authority concurring in the construction awards. (Copy filed with the Minutes.)

Mr. Walsh stated that the budget for the parking lot project was \$170,000., which is just \$750. less than the total of the low bids.

Mr. L'Hommedieu pointed out that this will bring the College's parking ability to 3,300 cars.

After discussion, the motion was unanimously carried.

Mr. L'Hommedieu stated that the second order of business is to consider the acceptance of the heating and cooling system in the College Center in order that parts of the building may be occupied promptly.

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

WHEREAS, the Architect, the College Engineer and the Vice President for Administration and Finance have recommended that the HVAC system in the College Center building be accepted, subject to completion by the contractor of all punch list items; and

WHEREAS, said conditional acceptance is necessary in order to permit 24-hour operation of the system which in turn is necessary because the building is about to be occupied;

NOW, THEREFORE, be it resolved that the heating, ventilating and air-conditioning system in the new College Center building be accepted from Sarbo, Inc., subject to compliance by said contractor with all provisions of the contract and the drawings and specifications relating thereto; it being understood that this action does not start the guaranteed period provided for in said contract running.

In response to a question by Mr. L'Hommedieu, Messrs. Walsh, Kleban and Hoffman stated that the foregoing action with respect to the HVAC contract has no effect on any of the other prime contracts for the College Center building.

Mr. Kleban added that an extensive "briefing" session for college maintenance personnel was held on Friday, July 31, so that the maintenance people are now familiar with the system and its operation.

After discussion, the motion was unanimously carried.

There being no further business, the meeting was adjourned at 1:15 p. m.

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WILLIAM R. WALSH, JR.  
Secretary Pro tem

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**NEW JERSEY EDUCATIONAL FACILITIES AUTHORITY**

225 WEST STATE STREET  
TRENTON, NEW JERSEY 08625



RICHARD G. MACGILL  
CHAIRMAN  
WILLIAM L. KIRCHNER, JR.  
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HONORABLE JOSEPH M. MCCRANE, JR.  
EX OFFICIO  
.....  
EDWARD J. BAMBACH  
EXECUTIVE DIRECTOR

July 31, 1972

Mr. William R. Walsh, Jr.  
Vice President for Administration & Finance  
Middlesex County College  
Edison, New Jersey 08817

Dear Bill:

This letter will serve as formal concurrence in the College's recommendation for the award of the construction contracts for Phase II of the parking lot to the following low bidders:

General Construction - Allen Blacktop Corporation  
Electrical Work - Lessner Electric Company

You may proceed to enter into formal contracts with these two firms. It is my understanding that the two contracts total \$170,750.

Please forward to this office a complete listing of all bids received for the Phase II construction of the parking lot.

Should you have any questions, please do not hesitate to contact this office.

Sincerely,

*EJ Bambach*  
Edward J. Bambach

EJB:jp

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VICE PRESIDENT FOR  
ADMINISTRATION AND FINANCE



BID TABULATION  
 NEW PARKING AREA NO. 2A  
 RECONSTRUCTION OF LOOP ROAD &  
 MISCELLANEOUS SITEWORK  
 MIDDLESEX COUNTY COLLEGE  
 EDISON, NEW JERSEY

ECKERT & GATARZ, ARCHITECTS  
 R.D. 4, BOX 447  
 NORTH BRUNSWICK, N. J.

JULY 31, 1972  
 Project No. 72104

CONTRACT NO. 1 - SITEWORK & PAVING

CONTRACTOR	BASE BID	Alt. S-1 (+) (Add. 160 Car Parking Area)
Middlesex Concrete Products		
Allen Blacktop Corp.	\$ 109,250 <sup>00</sup>	+ \$ 49,625 <sup>00</sup>
Winans Const. Co., Inc.		
Mountaineer Construction Co.		
Cardell, Inc.	\$ 177,000 <sup>00</sup>	+ \$ 64,900 <sup>00</sup>
Della Pello Contractors		
Halecrest Paving		





BID TABULATION  
 NEW PARKING AREA NO. 2A  
 RECONSTRUCTION OF LOOP ROAD &  
 MISCELLANEOUS SITEWORK  
 MIDDLESEX COUNTY COLLEGE  
 EDISON, NEW JERSEY

ECKERT & GATARZ, ARCHITECTS  
 R.D. 4, BOX 447  
 NORTH BRUNSWICK, N.J.

JULY 31, 1972  
 Project No. 72104

CONTRACT NO. 1 - SITEWORK & PAVING

CONTRACTOR	Alt. S-2 (+) (Reconstruc. Loop Road & Repair March Rd.)	Alt. S-3 (+) (Misc. Sitework & Bitum. Walks)
Middlesex Concrete Products		
Allen Blacktop Corp.	+ \$ 11,975 <sup>00</sup>	+ \$ 18,665 <sup>00</sup>
Winans Const. Co., Inc.		
D Mountaineer Construction Co.		
Cardell, Inc.	+ \$ 29,700 <sup>00</sup>	+ \$ 39,400 <sup>00</sup>
Della Pello Contractors		
Halecrest Paving		



BID TABULATION  
 NEW PARKING AREA NO. 2A  
 RECONSTRUCTION OF LOOP ROAD &  
 MISCELLANEOUS SITEWORK  
 MIDDLESEX COUNTY COLLEGE  
 EDISON, NEW JERSEY

BCKBRT & GATARZ, ARCHITECTS  
 R.D. 4, BOX 447  
 NORTH BRUNSWICK, N. J.

JULY 31, 1972  
 Project No. 72104

CONTRACT NO. 2 - ELECTRIC

CONTRACTORS	BASE BID	Alt. E-1 (+) (Add Light. Standards Drawing E-1)	Alt. E-2 (+) (Alt. Distrib. System Drawing E-2)
Anthony Ensana			
Molnar Electric	\$ 68280 <sup>00</sup>	+ \$ 8866 <sup>00</sup>	+ \$ 64700 <sup>00</sup>
James H. DeLaplaine			
Lessner Electric	\$ 61500 <sup>00</sup>	+ \$ 8700 <sup>00</sup>	+ \$ 60,500 <sup>00</sup>



BOARD OF TRUSTEES OF THE MIDDLESEX COUNTY COLLEGE

Minutes of August 15, 1972 Meeting

A regular meeting of the Board of Trustees of the Middlesex County College was held at 7:45 p. m. , August 15, 1972, in the Board Room on the College campus. Members present were Mmes. Carman, Czaya; and Messrs. Brady, Clancy, Klegman, L'Hommedieu, Marchitto and Venezia. Mr. Stolzer was absent. Also present were President Chambers, Mr. Hoffman, Mrs. Lake and other visitors.

Mr. Klegman moved, seconded by Mr. Marchitto that the Minutes of the regular meeting of July 18, 1972, be approved as presented. The motion was unanimously carried.

FACILITIES AND EQUIPMENT COMMITTEE

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

Mr. Donald Gatarz, Architect, presented several renderings of the design and location of the Academic Services Building. Mr. Marchitto moved, seconded by Mr. Klegman, that this matter be tabled for further study by the Architect and staff. After discussion, the motion was unanimously carried.

Mr. Gatarz offered suggestions for the proposed College sign to be erected at the corner of Mill Road and Woodbridge Avenue. The designs were turned over to the President.

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

- a) Middlesex Concrete Products and Excavating Corp.  
     Loop Road Extension  
     Payment #4 \$7,200.00

(Total contract amount, \$21,408.25; paid previously \$4,440.37; payment authorized above, \$7,200.00; balance to finish, \$9,767.88.)

- b) Donald C. Rodner, Inc.  
     Plumbing Work on the New College Center Bldg.  
     Payment #17 \$3,037.50

(Total contract amount, \$121,114.00; paid previously, \$105,515.10; payment authorized above, \$3,037.50; balance to finish, \$12,561.40.)

B

c) Lessner Electric Company  
 Electrical Work on the Learning Resource Center  
 Payments #2, #3 and #4 \$22,230.00

(Total contract amount, \$323,855.00; paid previously,  
 \$2,700.00; payment authorized above, \$22,230.00;  
 balance to finish \$298,925.00.)

After discussion, the motion was unanimously carried.

Mr. Marchitto moved, seconded by Mr. Clancy, that the following purchase contracts be authorized: (Detail filed with Papers Supporting the Minutes.)

Vehicle Maintenance	One Company	\$5,772.00 (approx.)
Electrical Engineering Tech. Equipment	" "	18,000.00
Panorex X-ray Machine	" "	5,995.00
Physics Equip. & Supplies	Five Companies	1,534.24
Office Machine Supplies	Four "	1,179.48
Roofing	One Company	10,618.00
College Center Sound System	One Company	24,989.00

After discussion, the motion was unanimously carried.

Mr. Marchitto moved, seconded by Mr. Clancy, that an additional \$525.00 be authorized in payment of the contract for Office Furniture for the College Center (originally authorized on May 16, 1972) for additional Lateral Files which were omitted from original bid. Kimber Business Machines Company - 71-2157. After discussion, the motion was unanimously carried.

Mr. Marchitto moved, seconded by Dr. Brady, that the total of awards to nine (9) companies for Media Production and Library Supplies, approved in the amount of \$4,667.71 by resolutions of the Board on July 19, 1972, be increased by \$74.38 to a new total of \$4,742.09; said action being necessary to correct an error in the original total. After discussion, the motion was unanimously carried.

Mr. Marchitto moved, seconded by Mr. Klegman, that the proposal of Tel-Plan, Inc. for a study, analysis and recommendation for telephone communications on the campus be approved, and that Tel-Plan, Inc. be retained to perform the work outlined in said proposal, at a cost of \$3,800.00. After discussion, the motion was unanimously carried.

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) John Maltese Iron Works, Inc.  
Structural Steel on the Learning Resource  
Center  
Payment #2 \$17,046.00

(Total contract amount, \$64,787.00; paid previously,  
\$24,215.40; payment authorized above, \$17,046.00;  
balance to finish, \$23,525.60.)

b) Middlesex Concrete Products & Excavating Corp.  
Loop Road Extension  
Payment #5 \$ 7,355.25

(Total contract amount, \$21,408.25; paid previously,  
\$11,640.37; payment authorized above, \$7,355.25;  
balance to finish, \$2,412.63.)

c) James H. DeLaplaine, Inc.  
Electrical Work on the New College Center  
Payment #18 \$35,638.69

(Total contract amount, \$550,479.84; paid previously,  
\$484,467.16; payment authorized above, \$35,638.69;  
balance to finish, \$30,373.99.)

After discussion, the motion was unanimously carried.

Mr. Marchitto moved, seconded by Dr. Brady, that the following purchase contracts be authorized: (Detail filed with Papers Supporting the Minutes.)

Athletic Uniforms, Equipment and Supplies	11	Companies	\$12,454.54
Electrical Technology Supplies	3	"	1,602.15
Printed Envelopes	3	"	3,621.90
Janitorial Supplies	9	"	7,558.05

After discussion, the motion was unanimously carried.

Mr. Marchitto moved, seconded by Mrs. Czaya, that a contract for supplying uniforms for members of the Department of Buildings and Grounds for the period 9/1/72 through 8/31/73, as specified by the College, with four changes per week, per person, be awarded to Mechanics Uniform Rental, Inc., of Newark at its bid price of \$98.80 per week (\$5,137.60 for the year); said price being the lowest amongst six bids received on July 31, 1972. (Subject to review of Counsel) After discussion, the motion was unanimously carried.

The question was asked and answered affirmatively that all purchases approved on August 15, 1972, were within the funds allocated in the budget.

#### FINANCE COMMITTEE

A financial report for the months of July and August will be presented at the September Board meeting.

Mr. Venezia moved, seconded by Mr. Marchitto, that payment of \$7,527.66 in Social Security tax liability accrued for the period March 31, 1966, through March 31, 1969, on the accounts of ten (10) college employees who were enrolled during that period in the T.P.A.F., but whose enrollment in said fund was later declared by a Treasury Department hearing officer to be invalid, be authorized.

Explanatory Note: MCC fought a running battle with the Division of Pensions for several years after it was discovered that people holding certain administrative titles in other colleges were enrolled in the T.P.A.F. (which meant that the State, rather than the College, was responsible for the employer's share of Social Security and pension liability) while persons holding the same titles at Middlesex were declared ineligible for such membership. After an administrative hearing, an appeal to Superior Court, and a remand which resulted in a second administrative hearing, the hearing officer determined that the enrollment of the persons in the other colleges in T.P.A.F. was erroneous and that the colleges, including Middlesex, were responsible for Social Security liability. The hearing officer did not decide the question who was responsible for pension liability, since the Pension Division in its testimony implied that no attempt would be made to collect on this item.

Subsequently, in April of 1972, the Pension Division billed this college for both liabilities. We are clearly obligated to pay the Social Security item, but Mr. Hilf has informed the Division of Pensions that because of the implication in the hearing officer's report, that no claim would be made for the pension liability, no item for that was included in the budget. At some point, a determination will have to be made on whether or not this should be made without further appeal.

After discussion, the motion was unanimously carried.

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

WHEREAS, the Board of Trustees by resolution on April 18, 1972, adopted a fee schedule for the 1972-73 fiscal year which included a fee of \$85.00 for "Advanced Practicum in Radiologic Technology"; and



WHEREAS, the Dean of the Division of Health Technologies has requested that this fee be divided into two parts, as follows:

- (a) \$60.00 for review courses, and
- (b) \$25.00 for seminars;

NOW, THEREFORE, BE IT RESOLVED that that part of the fee schedule adopted by the Board of Trustees on April 18, 1972, which reads "Advanced Practicum in Radiologic Technology--\$85.00" be revised to read "Review Courses in Radiologic Technology--\$60.00; Postgraduate Seminars in Radiologic Technology--\$25.00".

After discussion, the motion was unanimously carried.

Mr. Walsh reported on a conference meeting of the Board of Freeholders attended by Messrs. L'Hommedieu, Chambers and Walsh, at which time the Freeholders agreed to finance \$1.3 million for construction of the Academic Services and Auditorium Building complex. College staff assured the Freeholders that State funds are reserved for this project in the 1971 Bond Issue. Mr. Walsh presented the following resolution calling for a meeting of the Board of School Estimate:

WHEREAS, the Board of Trustees of the Middlesex County College (hereinafter referred to as Board of Trustees) has determined that it is necessary to raise money for the purpose of constructing and equipping an Academic Services Building and an Auditorium Building on the College Campus in Edison, New Jersey; and

WHEREAS, the Board of Trustees has estimated that the cost of said Academic Services Building and Auditorium Building will be \$2,600,000.00, and

WHEREAS, the Board of Trustees has filed a concept letter with the New Jersey State Board of Higher Education, pursuant to its regulations, and has received a tentative approval for the construction of said buildings subject to presentation to the State Board of Higher Education of an acceptable program document and of a certification by the Middlesex County College Board of School Estimate that the construction of said buildings has been approved by said Board; and

WHEREAS, the Board of Trustees wishes to request the Board of School Estimate to approve the construction of said buildings, and to authorize the sum of \$2,600,000.00, in anticipation that the sum of \$1,300,000.00 will be paid by the State of New Jersey pursuant to R.S. 18A:64A-22 and \$1,300,000.00 will be paid by the County of Middlesex;

NOW, THEREFORE, be it resolved that the Board of Trustees requests the Board of School Estimate to meet on September 5, 1972, at 10 a. m., in the Freeholders' Meeting Room, County Administration

Building, New Brunswick, New Jersey, in order to consider the request by the Board of Trustees that the Board of School Estimate certify that the sum of \$2,600,000.00 is necessary for the construction of an Academic Services Building and an Auditorium Building on the College Campus in Edison, New Jersey with the anticipation that the sum of \$1,300,000.00 will be received from the State of New Jersey pursuant to R.S. 18A:64A-22 and the sum of \$1,300,000.00 will be paid by the County of Middlesex; and

BE IT FURTHER RESOLVED, that a copy of this resolution be forwarded by the Secretary of the Board of Trustees to all members of the Board of School Estimate prior to September 5, 1972.

Mr. Marchitto moved, seconded by Mr. Venezia, adoption of the foregoing resolution. After discussion, the motion was unanimously carried.

Since he has a conflict of schedule on September 5, Mr. Venezia resigned as a member of the Board of School Estimate. Dr. Brady moved, seconded by Mr. Klegman, to accept the resignation of Mr. Venezia. After discussion, the motion was unanimously carried.

Mrs. Carman, as Chairman of the Nominating Committee, moved that Mr. Marchitto be appointed a member of the Board of School Estimate. Mr. Venezia seconded the motion. After discussion, the motion was unanimously carried.

Mr. Clancy moved, seconded by Mr. Venezia, that nominations be closed and the By-Laws\* be waived in order that Mr. Marchitto be appointed at this meeting. After discussion, the motion was unanimously carried.

\*By-Laws state that any vacancy in the Board's membership by reason of the resignation, death or removal of any member thereof shall be filled by the Board of Trustees at their next Regular or Special meeting. )

#### PERSONNEL COMMITTEE

Mrs. Carman moved, seconded by Mrs. Czaya, that the following list of personnel appointments, terminations, and other actions be approved:

##### Academic Resignations:

- (a) Mairi McCormick, Instructor in the English Department, effective June 30, 1972.
- (b) Janet N. Daniels, Instructor in the Biology Department, effective June 30, 1972.

- (c) Dwight Spence, Counselor/Psychometrist in the Division of Student Personnel, effective July 14, 1972.

Non-Academic Resignations:

- (a) Teresa Ohlinger, Keypunch Operator in the Computer Center, effective July 28, 1972.
- (b) Jeanne Axelson, Clerk-Typist II in the Department of Office Services, effective July 15, 1972.

Academic Appointments:

- (a) Mr. Virgil H. Blanco as instructor in the Department of Foreign Languages, with the rank of Instructor, for the period September 1, 1972 through June 30, 1973, at the salary of \$10,700.00.
- (b) Mrs. Audrey R. Friedman as a Counselor/Intern for Counseling Services in the Division of Student Personnel Services, for the period of September 1, 1972 through June 30, 1973, for twenty hours per week, at the salary of \$3,710.00.
- (c) Miss Rita S. Losch as Instructor in the Department of English, with the rank of Instructor, for the period September 1, 1972 through June 30, 1973, at the salary of \$9,000.00.
- (d) Mrs. Mary-Etta L. Maier as Assistant Professor in the Department of Secretarial Science, with the rank of Assistant Professor, for the period September 1, 1972 through June 30, 1973, at the salary of \$10,500.00.
- (e) Miss Kate Otani as Assistant Professor in the Nurse Education Department, with the rank of Assistant Professor, for the period September 1, 1972 through June 30, 1973, at the salary of \$10,500.00.
- (f) Mr. Meyer Quallenberg as Instructor in the Department of Marketing, with the rank of Instructor, for the period September 1, 1972, through June 30, 1973, at the salary of \$10,300.00.
- (g) Mr. Ronald P. Roman as Administrative Assistant, Division of Business Technology, with the rank of Instructor, for the fiscal year July 1, 1972 to June 30, 1973, pro-rated August 16, 1972, at the salary of \$10,500.00.
- (h) Mr. Peter Rosenblum as Assistant Instructor in the Department of Marketing, with the rank of Assistant Instructor, for the period September 1, 1972 through June 30, 1973, at the salary of \$9,000.00.

- (i) Dr. Arnold H. Rosenheck as an Adjunct Instructor in the Department of Dental Hygiene, to lecture two hours per week for the Fall Semester of 1972, at total compensation of \$500.00.
- (j) Mr. Robert G. Roth as Instructor in the Department of English, with the rank of Instructor, for the period September 1, 1972 through June 30, 1973, at the salary of \$9,200.00.
- (k) Mrs. Noreen Walstedter as Instructor in the Department of Nurse Education, with the rank of Instructor, for the period September 1, 1972 through June 30, 1973, at the salary of \$8,755.00.
- (l) Mr. Hans D. Walther as Instructor in the Department of Marketing, with the rank of Instructor, for the period September 1, 1972 through June 30, 1973, at the salary of \$10,000.00.
- (m) Mrs. Nancy Winterbauer as Instructor in the Department of Mathematics, with the rank of Instructor, for the period September 1, 1972, through June 30, 1973, at the salary of \$9,700.00.
- (n) Mrs. Arlene Witman as Instructor in the Department of Nurse Education, with the rank of Instructor, for the period September 1, 1972 through June 30, 1973, at the salary of \$9,000.00.

Adjunct Appointments:

- (a) Instructors in summer programs of the Division of Continuing Education, as follows:

Basketball Camp	James A. Kahora	\$510.00
	Anthony Cotoia	250.00
	Ben Crowers	250.00
	Ronald Kuboski	250.00
	John Mazurek	75.00
	Hal Wissel	75.00
Cosmetology Workshop	Leonard C. Pierro	100.00
	Patrick Maggio	75.00
	William Koy	50.00
	Arthur J. Resso	500.00
Extension of Summer Media Proposal	Robert Smith	951.80

Non-Academic Appointments:

- (a) Mr. Ram Narace as a Custodian in the Department of Buildings and Grounds, at \$3.16 per hour, plus shift premium, effective July 31, 1972. (To replace Custodian who was terminated)

- (b) Arthur F. Pols as a Custodian in the Department of Buildings and Grounds, at \$3.16 per hour, plus shift premium, effective August 14, 1972.

After discussion, the motion was unanimously carried.

Mrs. Carman moved, seconded by Mr. Marchitto, that the President be authorized to approve the hiring of a maximum of 280 people at a maximum of \$350,000.00 to staff the Division of Continuing Education for the Fall 1972 semester; provided that complete detail, including the names of those hired, the courses taught and the exact amount paid to each individual shall be submitted to and approved by the Board at a subsequent meeting. After discussion, the motion was unanimously carried.

Mrs. Carman moved, seconded by Mr. Venezia, that the following additions to, and corrections of, personnel resolutions adopted at the regular meeting of July 18, 1972, be authorized:

- (a) Additions to the list of salary rates of non-academic, non-union personnel for the fiscal year July 1, 1972 to June 30, 1973:

Lawrence Rice (Captain of Police)	\$9,888.00
Jimmy Fail	8,928.00

Correction to the List of Academic Salaries:

- (a) Julian Ciotta, listed at \$16,460.00 plus \$1,000.00 from the College Foundation, total \$17,460.00; shall be corrected to \$16,880.00, plus \$1,000.00 from the College Foundation, total \$17,880.00.

Non-Academic Corrections:

- (a) Lynn Danco, listed as Steno-Typist I in the Division of Learning Resources at \$6,732.00, shall be corrected to Administrative Aide in the Registrar's Office at \$7,020.00.
- (b) Margaret Coyne, listed as Clerk-Typist II in Counseling Services at \$6,396.00, shall be changed to Evaluator in the Office of the Registrar at the same salary.
- (c) Jane Reed, listed as Clerk-Typist I in the Police Department, salary shall be corrected from \$458.00 per month to \$451.00 per month.
- (d) Margaret Corcoran, listed as Steno-Typist I in the Division of Learning Resources, salary shall be corrected from \$458.00 per month to \$481.00 per month.

After discussion, the motion was unanimously carried.

Mrs. Carman moved, seconded by Mrs. Czaya, that hourly rates for the following part-time, or emergency personnel, be established as shown.

- |                       |                 |
|-----------------------|-----------------|
| (a) Ann McCracken     | \$3.45 per hour |
| (b) Alice Bennevich   | 2.50 per hour   |
| (c) Marion Kownacki   | 2.65 per hour   |
| (d) Geraldine Walters | 2.40 per hour   |
| (e) Anita Hilf        | 2.40 per hour   |
| (f) Linda Borsuk      | 2.40 per hour   |

After discussion, the motion was unanimously carried.

Mrs. Carman moved, seconded by Mrs. Czaya, that the following list of personnel appointments, terminations, and other actions be approved

Academic Resignations:

- (a) Sharon D'Antonio, Instructor in the Nursing Department, effective June 30, 1972.

Non-Academic Resignations:

- (a) Patricia McGrath, Clerk-Typist I in the Division of Continuing Education, effective August 15, 1972.
- (b) Ruth Stoeckel, Cashier in the Bookstore, effective August 18, 1972.

Non-Academic Retirement:

- (a) William Holmstrom, Laboratory Coordinator in the Electrical Engineering Technology Department, effective June 30, 1972.

Academic Appointments:

- (a) Mr. Martin Pearlman, currently Instructor in the Social Science Department, to the ten-month administrative position of Project Director of the Mental Health Worker Program, for the period September 1, 1972 through June 30, 1973, at a salary of \$15,000.00.
- (b) Mr. Evan S. Enowitz as Assistant Instructor in the Department of Hotel and Restaurant Management, with the rank of Assistant Instructor, for the period September 1, 1972 through June 30, 1973, at the salary of \$9,000.00.
- (c) Dr. Reginald Luke as Assistant Professor in the Mathematics Department, with the rank of Assistant Professor, for the period September 1, 1972 through June 30, 1973, at the salary of \$10,506.00.

- (d) Miss Sheva Coleman as Instructor in the Department of Social Science, with the rank of Instructor, for the period September 1, 1972 through June 30, 1973, at the salary of \$9,000.00.
- (e) Mr. John C. Kenny as Instructor in the Department of Social Science, with the rank of Instructor, for the period September 1, 1972 through June 30, 1973, at the salary of \$10,500.00.
- (f) Mr. Bertrand Berlin as Instructor in the Department of Biology, with the rank of Instructor, for the period September 1, 1972 through June 30, 1973, at the salary of \$10,300.00.
- (g) Mr. Stuart Schulman as Instructor in the Department of Social Science, with the rank of Instructor, for the period September 1, 1972 through June 30, 1973, at the salary of \$9,000.00.
- (h) Mrs. Joan Daria as an adjunct clinical instructor in the Department of Nurse Education for the Fall semester of 1972 to teach six hours for a total of \$1,200.00.
- (i) Miss Anita J. Sagarese as Instructor in the Department of Marketing, with the rank of Instructor, for the period September 1, 1972 through June 30, 1973, at the salary of \$9,100.00.

Non-Academic Appointments:

- (a) Mr. Louis William Forsthoffer as a Custodian in the Department of Buildings and Grounds, at \$3.16 per hour, plus shift premium, effective August 7, 1972.
- (b) Mrs. Vivian Mickey as a Teacher's Aide for the month of July 1972, at a salary of \$532.80.
- (c) The following persons as "lead" men (pursuant to 1972-73 Teamsters Collective Bargaining Agreement) in the Department of Buildings and Grounds, with 15% wage adjustment as shown:

Raymond Hanson, effective August 1, 1972, \$3.61 per hour to \$4.15 per hour.

Alfred Fenske, effective July 1, 1972, \$5.46 per hour to \$6.28 per hour.

Julius Guarnieri, effective July 1, 1972, from \$5.46 per hour to \$6.28 per hour.

John Beyczi, effective July 1, 1972, from \$5.46 per hour to \$6.28 per hour.

William Bacha, effective August 1, 1972, from \$3.51 per hour to \$4.04 per hour.

Title Changes:

- (a) Nina Langenohl, presently Account Clerk I in the Business Office, to Administrative Aide, effective September 1, 1972, at no change in salary.
- (b) Dorothy Ellmyer, presently Account Clerk I in the Business Office, to Administrative Aide, effective September 1, 1972, at no change in salary.

After discussion, the motion was unanimously carried.

Mrs. Carman moved, seconded by Mr. Klegman, for adoption of the following resolution:

WHEREAS, by resolution adopted at its regular meeting of July 18, the Board of Trustees authorized promotion in academic rank for six members of the administrative staff for the fiscal year 1972-73; and

WHEREAS, said resolution did not specify any salary increase to be paid to said administrative staff members as a result of academic rank promotion;

NOW, THEREFORE BE IT RESOLVED that the amounts shown below be added to the 1972-73 salaries of the individuals named as a result of their promotion in academic rank:

Dr. Sidney Danzis	\$750.00
Mr. Jerome Shindelman	750.00
Mr. Robert Zifchak	650.00
Mr. Eric Hepburn	650.00
Miss Diana Goffe	600.00
Mrs. Anita Voorhees	600.00

After discussion, the motion was unanimously carried.

Mrs. Carman moved, seconded by Mr. Clancy, that the following men be commissioned as police officers effective September 1, 1972, and continuing for the duration of their employment as members of the Middlesex County College Police Department:

Anthony Landolfi  
Lawrence Barnikow

(Explanatory Note: These officers have been appointed previously and will complete their training, pursuant to the rules of the New Jersey Police Training Commission, by the end of August. )



After discussion, the motion was unanimously carried.

#### EDUCATION COMMITTEE

Dr. Brady reviewed the August Report of the Education Committee prepared by Vice President Callahan (Copy attached).

Dr. Brady reviewed the Admissions Report--Applications for September 1972 as of August 10, 1972. (Copy filed with Papers Supporting the Minutes.)

With respect to the enrollment outlook, President Chambers indicated that Middlesex County College is not in competition with four-year institutions since MCC is running programs that the four-year college does not have. The four-year institution is oriented to the baccalaureate degree, whereas Middlesex is graduating students who are being absorbed into the economy of the County. The College is unique in this respect and enrollment has been growing steadily each year. Over the entire nation it is being observed that community colleges are still growing in enrollment, whereas university and four-year colleges are experiencing a decline in enrollment. Students are preferring to prepare themselves directly for an occupation.

#### SECOND CAMPUS COMMITTEE

Mrs. Czaya deferred her report until September.

#### STUDENT AND ALUMNI AFFAIRS COMMITTEE

Mr. Klegman reported that the Alumni Association met last week with good attendance and is exploring new ways to serve the College. There are about 2,000 alumni and an active membership of 250. Mr. Klegman would like to see more support and encouragement extended the Alumni Association.

#### COMMUNITY AFFAIRS COMMITTEE

Mr. Clancy reviewed activities occurring during the past month. He noted that the dedication ceremony for the new College Center will be held at 2 p. m. on Sunday, September 24, and the Scholarship Ball on October 7. Invitations for the Ball will be forwarded within the next two weeks. Many requests are coming in for use of the new College Center. It is the concept of the College to allow them the use of the facilities because of its unique offerings.

Contributions to the Middlesex County College Foundation, Inc., since the July meeting of the Board total \$3,563.68.

Some valuable equipment, including oscilloscopes and power units, has been obtained by Profs. Thomas Handler and David Beyer of the Electrical Engineering Technology Department, from Esso Research. The equipment is estimated to be worth approximately \$15,000.

#### EMPLOYEE RELATIONS COMMITTEE

A fact-finding session (Faculty Union Negotiations) will be held on August 23. Mr. Hill of Wilentz, Goldman & Spitzer is thoroughly briefed and will be present.

Negotiations are still underway with the International Brotherhood of Police Officers.

#### LEGISLATION COMMITTEE

No Report.

#### COUNSEL'S REPORT

Mr. Hoffman reviewed two contracts--one, an Owner (Educational Facilities Authority)-Architect (Eckert & Gatarz) agreement with the Board as agent, providing for architectural services on the new parking area; the same contract as before, with the same protection. The other contract is with the Architect, Eckert & Gatarz, for architectural services with respect to Loop Road, March Road and Miscellaneous Site Work.

Mr. Marchitto moved, seconded by Mr. Klegman, for approval of the contract with the Educational Facilities Authority on the new parking area; and the contract with Eckert & Gatarz for architectural services with respect to Loop Road, March Road and Miscellaneous Site Work. After discussion, the motion was unanimously carried.

Mr. Hoffman reviewed two leases with the Faculty-Student Association; a one-year lease for space in the College Center to be used by the Bookstore at a rental sum of \$36,000. per year; and a three-year lease for a food service operation at a rental sum of \$1,200. per year; both with the right to terminate within thirty days notice.

Mr. Marchitto moved, seconded by Mr. Klegman, for approval of the two leases with the Faculty-Student Association for space in the College Center for a Bookstore operation and Food Service Operation as described by Mr. Hoffman. After discussion, the motion was unanimously carried.

#### PRESIDENT'S REPORT

Dr. Chambers reported that the College Omnibus Bill in the State which would raise the State contribution to \$600 has been deferred at the

moment. The President suggested the probability that tuition would have to be increased next year because no progress has been made in the State tax reform.

. . .

The next regular meeting of the Board of Trustees will be held on September 19, 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 10:30 p. m.

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JOSEPH KLEGMAN  
Secretary

THIS PAGE NOT USED!

MEMORANDUM

TO: EDUCATION COMMITTEE DATE: August 8, 1972  
Dr. Edward A. Brady, Chairman  
Mr. Joseph Klegman  
Mrs. Mary Czaya  
Mr. James J. Clancy  
Mr. Fred Grossman  
Mr. H. Ian Smith

FROM: Vice President John N. Callahan *John N. Callahan*

SUBJECT: August Report to Education Committee

1. The Division of Learning Resources reports the production of a sound-slide program designed to introduce students to the basic operation of a computer. The theme chosen to effect this introduction was the comparison between human operations and computer operations in the preparation of an income tax return.

Since this program is of an interdisciplinary nature, it will be retained in the Learning Resources Center and made available to all departments on the campus.

2. In the early part of this year, the Nurse Education Department submitted a "Capitation Grant" application to the National Institutes of Health. The grant application addressed itself to such educational categories as the establishment of interdisciplinary training, increasing the supply of nursing personnel, curriculum improvement, and increased opportunities for the educationally disadvantaged. On June 30, the College was notified that it had received \$62,475 for direct program costs.
3. On July 26, the College was informed that it had received a Cooperative Education Planning Grant of \$4,200 sponsored by the New Jersey State Department of Higher Education. The grant, consisting of a basic award of \$3,500 and a supplemental performance award of \$700 was provided for the expansion of cooperative education programs in the Division of Business Technologies.
4. In accordance with the procedures recently established by the Department of Higher Education relative to the approval of new programs, the Division of Health Technologies has submitted



EDUCATION COMMITTEE

August 8, 1972

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the following preliminary program announcements for program implementation in September of 1973:

1. Physical Therapy Assistant - A.A.S. Degree Program
  2. Nuclear Medicine Technology - A.A.S. Degree Program
  3. Dental Assisting - Certificate Program
5. The Division of Continuing Education has listed the following community service and related projects:
- A. In association with the Middlesex County Regional Arts Council, the Division of Continuing Education sponsored a six-weeks' (June 26-August 4) community service summer workshop for 79 high school students from Middlesex County. The program, entitled "Teen Workshop in the Fine and Performing Arts," provided instruction in drama, music, painting, sculpture, and creative writing.
  - B. The completion of another very successful "Refresher Course for Registered Nurses." This six-week course, (June 19-August 1) designed specifically to retrain inactive registered nurses for a return to active practice, attracted 61 registrants, 59 of whom completed the program.
  - C. During the month of July, arrangements for a variety of programs to be offered in late August and throughout the month of September were finalized.

The following constitutes a brief summary:

1. A "Cosmetology Workshop" for licensed cosmetologists and master hairdressers.
  2. A "Waste Water Program" for waste water treatment operators consisting of four 3-credit courses and four 2-day workshops.
  3. A three hour program entitled "Seminar for Home Buyers and Home Owners."
  4. A short course in the "History and Geography of New Jersey" for the senior citizen community of the Rossmoor Retirement Village.
  5. A 45-hour noncredit course in "Police Photography" for personnel in related law enforcement agencies.
  6. A workshop in "Electrical Estimating" for personnel in the electrical industry.
- D. Preliminary discussions have been held with the New Jersey Department of Community Affairs relative to a grant for





the development of a seminar program for municipal purchasing agents.

6. The following constitutes a summary of the final statistics for the Division of Continuing Education summer session of 1972:

187	sections conducted -	99	8-week evening	46	1st 4-week day
		6	4-week evening	32	2nd 4-week day
		4	8-week day	(184 on campus; 3 off-campus)	
141	faculty members hired				
92	of whom are also full-time faculty (65.24%)				
2696	INDIVIDUALS REGISTERED FOR COURSES IN THE DIVISION OF CONTINUING EDUCATION				
95	dropped completely prior to the first class or course was canceled				
2601	attended the first class				
2601	part-time students registered for 11,570 combined hours (credit and non-credit), comprising 3,679 registra- tions for separate courses, with an average student load of 4.4 hours.				
	The average section contains 19.67 students.				
	F.T.E. - 772				
2385	are county residents (88.46%)				
311	are out-of-county residents (11.54%)				
1282	are male (47.55%)				
1414	are female (52.45%)				
1719	prior students re-registered (63.76%)				
977	new students (36.24%)				

JNC/eb

