

BOARD OF TRUSTEES OF THE MIDDLESEX COUNTY COLLEGE

Minutes of August 21, 1973 Meeting

A regular meeting of the Board of Trustees of the Middlesex County College was held at 8 p. m. , August 21, 1973, in Rooms 319-321 of the College Center. Members present were Mmes. Carman, Czaya; Messrs. Clancy, Giardinello, Klegman, Marchitto, Stolzer, and Walsh. Dr. Brady was absent. Also present were Vice President Callahan (representing President Chambers), Mr. Hoffman, Mrs. Lake and other visitors.

Mr. Marchitto, Vice Chairman, opened the meeting.

Mr. Fred E. Giardinello was introduced and welcomed as a new member of the Board.

Mr. Clancy moved, seconded by Mr. Walsh, that the Minutes of the regular meeting of July 17, 1973, be approved as presented. The motion was unanimously carried.

Mr. Marchitto read a letter of resignation from Mr. Joseph Klegman as Secretary of the Board of Trustees, effective August 20, 1973. Mr. Stolzer moved the resignation of Mr. Klegman as Secretary be accepted. The motion was seconded by Mr. Walsh and was unanimously carried.

Mr. Clancy reported that the Nominating Committee (Mrs. Czaya and Mr. Clancy) has met, and submitted the name of Lillian Carman as Secretary of the Board of Trustees. Mr. Clancy so moved, seconded by Mrs. Czaya. Mr. Walsh moved the nominations be closed and the Assistant Secretary instructed to cast a ballot in unanimous election of the nominee. The motion was seconded by Mr. Stolzer and after discussion, the motion was unanimously carried.

Mrs. Carman reported that the Nominating Committee (Mmes. Carman, Czaya; Mr. Clancy) met on Wednesday, July 27, 1973, and unanimously nominated Mr. Joseph Klegman as Chairman of the Board of Trustees. Mrs. Carman so moved, seconded by Mr. Walsh. Mr. Clancy moved the nominations be closed, and the Assistant Secretary instructed to cast a ballot in unanimous election of the nominee. The motion was seconded by Mr. Walsh and after discussion, the motion was unanimously carried.

Mr. Klegman assumed the duties of the Chair. Mr. Klegman expressed appreciation for the confidence placed in him in this challenging assignment. He reflected on the progress of the College these past nine years and stated it was due in great measure to the leadership of Paige D. L'Hommedieu as first Chairman, and G. Nicholas Venezia, his successor. Mr. Klegman noted the cooperation between the Board and administration under the able leadership of

Dr. Chambers; and the cooperative relationship of the Board of Trustees with the Board of Chosen Freeholders. During his tenure as Chairman of the Board, Mr. Klegman indicated he would ask no more of the Board of Trustees than to continue its dedication and aim of quality education and a fine institution; and he shall give his best to ensure this.

FACILITIES AND EQUIPMENT COMMITTEE

The reports of the College Engineer and Director of Police and Safety were noted.

Mr. Marchitto moved, seconded by Mr. Walsh, that the following bids on construction of the Academic Services Building and Performing Arts 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, Assistant to the President for Plant Operations and Facility Planning, and the Vice President for Finance and Controller, contingent upon a certificate of the State Treasurer approving the project:

CONTRACT NO. 1AS - GENERAL CONSTRUCTION

Gumina Building & Construction Co.
Post Office Box 386
New Brunswick, New Jersey

Base Bid:	\$ 736,900.
Alt. G-3a Kaiser Demountable Partitions (+)	35,200.
Alt. G-4b Celotex Grid Calling System (+)	16,900.
Alt. G-8 Delete Precast Concrete Sunscreen (-)	<u>18,000.</u>
Total Contract	\$ 771,000.

CONTRACT NO. 1PA - GENERAL CONSTRUCTION

Sisler Bros. Construction Co.
R.D. 2 - Box 51A
Englishtown, New Jersey

Base Bid & Total Contract	\$ 833,824.
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CONTRACT NO. 2AS - STRUCTURAL STEEL

Hudson Structural Iron Works
Grand & Henderson Streets
Jersey City, New Jersey

Base Bid & Total Contract	\$ 6,550.
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CONTRACT NO. 2PA - STRUCTURAL STEEL

Industrial Engineering Works
Post Office Box 1961
Trenton, New Jersey

Base Bid & Total Contract \$ 191,600.

CONTRACT NO. 3AS-3PA - PLUMBING

Sig-Shor, Inc.
15 Elizabeth Street
Sayreville, New Jersey

Base Bid:		\$ 82,985.
Alt. P-2AS Lawn Sprinkler System	(+)	6,501.
Total Contract		<u>\$ 89,486.</u>

CONTRACT NO. 4AS-4PA - HEATING, VENTILATING
& AIR CONDITIONING

Sarbo, Inc.
Post Office Box 302
Middletown, New Jersey

Base Bid:		\$ 358,400.
Alt. H-1bAS Grid Ceiling System Boots & Plenums - Celotex	(+)	12,430.
Total Contract		<u>\$ 370,830.</u>

CONTRACT NO. 5AS-5PA - ELECTRICAL

Comet Electrical Contractors
Post Office Box 82
North Brunswick, New Jersey

Base Bid:		\$ 408,500.
Alt. E-2AS Lawn Sprinkler System	(+)	2,334.
Alt. E-3bAS Grid Ceiling Lighting Fixtures - Celotex	(+)	17,550.
Total Contract		<u>\$ 428,384.</u>

CONTRACT NO. 6 - PERFORMING ARTS STAGE
EQUIPMENT

I. Weiss & Sons
445 West 45th Street
New York, New York

Base Bid & Total Contract \$ 45,875.

CONTRACT NO. 7 - PERFORMING ARTS SEATING

Equipment Furniture Co.
114 East 32nd Street
New York, New York

Base Bid & Total Contract \$ 21,584.

TOTAL CONTRACT AWARDS: \$2,759,133.

After discussion, the motion was unanimously carried.

Mr. Walsh moved, seconded by Mr. Marchitto, that the contingency of the State Treasurer certifying approval of the Academic Services Building and Performing Arts Center project in time to cover the time limit on the bids, that the Vice President for Finance and Controller be directed to convene the contractors at his earliest convenience and request each of them to extend the validity of the bids from 60 to 75 days, or whatever is necessary to have the State Treasurer perform the execution of the certificate. After discussion, the motion was unanimously carried.

Mr. Marchitto moved, seconded by Mr. Walsh, that the following progress payments, having been approved by the Architect and the Assistant to the President for Plant Operations and Facility Planning, be approved for payment:

(a) Lessner Electric Co.
Electrical Work on the Learning Resource Center
Payment #16 \$ 34,533.

(Total contract amount (net), \$325,610.52; amount paid previously, \$229,366.80; approved above, \$34,533.00; balance to finish, \$61,710.72.)

(b) Sarbo, Inc.
HVAC Work on the Learning Resource Center
Payment #9 \$ 7,200.

(Total contract amount, \$438,600.00; amount paid previously, \$364,680.00; approved above, \$7,200.00; balance to finish, \$66,720.00.)

After discussion, the motion was unanimously carried.

Mr. Marchitto moved, seconded by Mr. Clancy, that a contract for supplying Furniture - Tablet Armchairs, Stacking Chairs and Tables, be awarded to Virco Manufacturing Corporation of Conway, Arkansas, at

its bid price of \$8,857.23; said amount representing the lowest price which fully met College specifications among eight (8) acknowledgments received on July 16, 1973, of which three (3) were no bids. After discussion, the motion was unanimously carried.

Mr. Marchitto moved, seconded by Mr. Walsh, that contracts for Photographic Processing Supplies be awarded to the following companies in the amounts listed; said amounts representing the lowest prices which fully met College specifications among ten (10) acknowledgments received on July 12, 1973, of which six (6) were no bids:

Wolsten's Projector House Irvington, New Jersey	\$ 5.75
Webb & Company Cherry Hill, New Jersey	9.00
Keuffel & Esser Co. Mountainside, New Jersey	31.92
Freese Camera Shop New Brunswick, New Jersey	360.00
Boise Audio Visual Cedar Grove, New Jersey	382.57
Kaltman & Sons Trenton, New Jersey	511.63
Fishkin Bros., Inc. Perth Amboy, New Jersey	<u>7,186.06</u>
Total	\$8,486.93

(Polaroid Film type, Kodak Kodalith Ortho film, Kodak Super, Kodak Tri-x, Kodak Commercial Film)

After discussion, the motion was unanimously carried.

Mr. Marchitto moved, seconded by Mr. Clancy, that an additional \$93.00 be authorized in payment of the contract to Ampex Corporation for Audio Visual Supplies, approved in the amount of \$235.00 on June 19, 1973, and increasing the total amount of the bid from \$5,476.27 to \$5,569.27; said action being necessary to correct item originally omitted from tabulation. After discussion, the motion was unanimously carried.

Mr. Marchitto moved, seconded by Mr. Clancy, that an additional \$215.50 be authorized in payment of the contract to Research Media, Inc., for Biology Supplies, approved in the amount of \$99.00 on June 19, 1973, and increasing the total amount of the bid from \$99.00 to \$314.50; said action being necessary to correct item originally omitted from tabulation. After discussion, the motion was unanimously carried.

Mr. Marchitto moved, seconded by Mrs. Czaya, that a contract for supplying the printing of the 1973-74 College Catalogue be awarded to William J. Keller of Buffalo, New York, at its bid price of \$6,105.00 for 10,000 copies; said amount representing the lowest price which fully met College specifications among fifteen (15) acknowledgments received on July 20, 1973 of which seven (7) were no bids. After discussion, the motion was unanimously carried.

Mr. Marchitto moved, seconded by Mrs. Czaya, that a contract for Custom Shelving be awarded to W. B. Wood Company of Orange, New Jersey, at its bid price of \$3,300.00, said amount representing the lowest price which fully met College specifications among ten (10) acknowledgments received on August 13, 1973, of which eight (8) were no bids. After discussion, the motion was unanimously carried.

Mr. Marchitto moved, seconded by Mr. Clancy, that contracts for Graphic Supplies be awarded to the following companies in the amount listed, said amounts representing the lowest prices which fully met College specifications among fifteen (15) acknowledgments received on August 2, 1973, of which four (4) were no bids:

Treck, Inc. New York, New York	\$ 3.50
J. L. Hammett Union, New Jersey	19.72
Metuchen Center, Inc. Metuchen, New Jersey	32.50
Dietzgen Corporation North Brunswick, New Jersey	95.91
Keuffel & Esser Co. Trenton, New Jersey	149.71
H. T. Herbert Co., Inc. Long Island City, New York	386.76
Arthur Brown Bro. Co. New York, New York	709.96

Sam Flax, Inc. New York, New York	\$ 821.05
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Total	\$2,218.21

(Transparency Mounting Tape, 3M lens cleaner, Art Gum Eraser, Complete Studio Knife, Picture Hangers)

After discussion, wherein Vice President Hilf was asked to adhere to the Purchasing Procedure in awarding bids in the amount of \$50. and under, the motion was unanimously carried.

Mr. Marchitto moved, seconded by Mr. Stolzer, that a contract for supplying Custom Cabinets be awarded to Neve Cabinets, Inc., of Metuchen, New Jersey, at its bid price of \$2,200.00; said amount representing the lowest price which fully met College specifications among two (2) acknowledgments received on August 13, 1973. After discussion, the motion was unanimously carried.

Mr. Marchitto moved, seconded by Mr. Walsh, that a contract for Mops, Rental Service be awarded to Launder Leasing Services of Newark at its bid price of \$3,224.00 (\$62.00 per week) for the period September 1, 1973 through August 31, 1974; said amount representing the lowest bid which fully met College specifications among three (3) bids received on August 14, 1973. After discussion, the motion was unanimously carried.

Mr. Marchitto moved, seconded by Mr. Clancy, that a contract for supplying a vehicle (club wagon) be awarded to Corigliano Motor, Inc. of Boonton, New Jersey, at its bid price of \$4,994.00, said amount representing the lowest price which fully met College specifications among two (2) bids received on August 15, 1973 (replacement vehicle). After discussion, the motion was unanimously carried.

Mr. Marchitto moved, seconded by Mr. Clancy, that a contract for Data Processing Furniture and Accessories be awarded to the following companies in the amounts listed; said amounts representing the lowest prices which fully met College specifications among five (5) acknowledgments received on August 17, 1973, of which three (3) were no bids:

C. F. Bachmann & Co., Inc. Paramus, New Jersey	\$ 515.00
Wright Line, Div. of Barry Wright Corp. Parsippany, New Jersey	<hr/> 6,925.10
Total	\$7,440.10

After discussion, the motion was unanimously carried.

Mr. Marchitto moved, seconded by Mr. Clancy, that contracts for Radiology Equipment be awarded to the following companies in the amount listed, said amounts representing the lowest prices which fully met College specifications among three (3) bids received on July 19, 1973:

General Electric Company Medical Systems Division Springfield, New Jersey	\$ 477.00
X-Ray Industrial Distributors Clifton, New Jersey	<u>3,315.41</u>
Total	\$3,792.41

(Linear Grid, Manual processing tanks, Four bank illuminator)

After discussion, the motion was unanimously carried.

Mr. Marchitto moved, seconded by Mr. Walsh, that a contract for Refuse Pick-up be awarded to Dicellis Disposal of South Plainfield, New Jersey, at its bid price of \$6,180.00 per annum (\$12,360.00), said amount representing the lowest price for a two (2) year contract which fully met College specifications among three (3) bids received on August 15, 1973, of which one (1) was a no bid; for the period September 1, 1973 to August 31, 1975.

(Campus pick-ups are for 11 - 1½ yard containers consisting of approximately five (5) pick-ups per week per container. \$495.00 per month for campus pick-up; \$20.00 per month for campus residence homes; \$1.50 per cubic yard for additional pick-ups.)

After discussion, the motion was unanimously carried.

Mr. Marchitto moved, seconded by Mrs. Czaya, that contracts for Special Education Outdoor Play Equipment and Special Education Supplies be awarded to the following companies in the amounts listed; said amounts representing the lowest prices which fully met College specifications among eight (8) acknowledgments received on August 14, 1973, of which four (4) were no bids:

Child Life Specialties, Inc. Holliston, Massachusetts 01746	\$ 75.00
Jan Braverman Designers & Woodworkers New Brunswick, New Jersey	2,318.00

J. L. Hammett Company Union, New Jersey 07083	<u>\$3,088.90</u>
Total	\$5,481.90

(Climbing gyms, slides, sandbox, blocks, puzzles, toys, games, children's books, crayons, paints, records, construction paper, magic markers, etc.)

After discussion, the motion was unanimously carried.

Mr. Marchitto moved, seconded by Mr. Walsh, that contracts for Biology Equipment be awarded to the following companies in the amounts listed, said amounts representing the lowest prices which fully met College specifications among twenty-six (26) acknowledgments received on August 13, 1973, of which nine (9) were no bids:

National Biological Supply Company, Inc. Chicago, Illinois 60616	\$ 108.00
Mogul-Ed Oshkosh, Wisconsin 54901	128.98
National Teaching Aids, Inc. Garden City Park, New York 11040	130.00
Millipore Corp. Bedford, Massachusetts 01730	130.30
Fisher Scientific Co. Chicago, Illinois 60622	140.00
Nasco, Div. of Weatherby/Nasco, Inc. Fort Atkinson, Wisconsin 53538	408.10
Carolina Biological Supply Co. Burlington, North Carolina 27215	454.80
Sargent Welch Scientific Co. Springfield, New Jersey 07081	522.12
Medical Plastics Laboratory, Inc. Gatesville, Texas 76528	540.00
Macmillan Science Co., Inc. Boston, Massachusetts 02135	678.57
Central Scientific Co., Div. of Cenco, Inc. Mountainside, New Jersey 07092	703.00

McGraw-Hill Book Co. Hightstown, New Jersey 08520	\$ 775.00
Ward's Natural Science Estab., Inc. Rochester, New York 14603	1,029.04
La Pine Scientific Co. Norwood, New Jersey 07648	1,776.45
Scientific Products Edison, New Jersey 08817	2,969.00
Atlantic Instrument Co. Philadelphia, Pennsylvania 19131	<u>8,005.00</u>
Total	\$18,498.36

After discussion, the motion was unanimously carried.

Mr. Marchitto moved, seconded by Mr. Walsh, that the following payments for architectural services to Eckert & Gatarz, having been approved by the Assistant to the President for Plant Operations and Facility Planning, and being in accordance with the respective architectural contract, be recommended for payment:

(a) Architectural services performed for New Academic Services Building & Performing Arts Center, Middlesex County College, Payment #4	\$3,792.00
(Total fee, \$139,740.00; paid to date, \$108,000.00; approved above, \$3,792.00; balance to finish, \$27,948.00.)	
(b) Fee for Choral Instrumental & Studio Wings and Academic Services Chiller Design -	<u>26,000.00</u>
Total	\$29,792.00

After discussion, the motion was unanimously carried.

Mr. Marchitto moved, seconded by Mr. Walsh, that a contract between Rule Construction Co., Inc., and the Board of Trustees, for general construction on the College Center Building, be accepted as having satisfied the requirements of the specifications of said contract, pursuant to the recommendations of the Architect and the Assistant to the President for Plant Operations and Facility Planning; that the one-year guarantee shall commence from the date of substantial completion, or from a period of six months after the final payment, whichever is greater, and that final payment in the amount of \$7,500.00 be authorized. After discussion, the motion was unanimously carried.

Mr. Marchitto moved, seconded by Mrs. Carman, that the following progress payment, having been approved by the Architect and the Assistant to the President for Plant Operations and Facility Planning, be approved for payment:

(a) Kaslow & Jeffrey Construction Co. General Construction on the Learning Resource Center Payment #15	\$40,553.00
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(Total net contract amount, \$1,063,107.40; amount paid previously, \$867,153.03; approved above, \$40,553.00; balance to finish, \$155,401.37.)

After discussion, the motion was unanimously carried.

Mr. Marchitto moved, seconded by Mr. Walsh, that the Board authorize the contract with Allied Equipment Company, Inc. for the purchase of Custom Study Carrels in the amount of \$7,840.00, and that the Board rescind the purchase contract to Allied Equipment Company, Inc., for Custom Study Carrels which was approved on July 17, 1973 (\$5,940.). After discussion, the motion was unanimously carried.

Mr. Marchitto moved, seconded by Mr. Stolzer, that contracts for Physics Equipment and Supplies be awarded to the following companies in the amount listed; said amounts representing the lowest prices which fully met College specifications among twenty-six (26) acknowledgments received on July 20, 1973, of which nineteen (19) were no bids:

Macmillan Science Co., Inc. Boston, Massachusetts 02135	\$ 82.26
Eduquip, Inc. Boston, Massachusetts 02124	350.35
Fisher Scientific Co. Chicago, Illinois 60622	559.10
Macalaster Company A Div. of D. C. Heath & Co. Nashua, New Hampshire 03060	876.65
Klinger Scientific Apparatus Corp. Jamaica, New York 11432	1,467.25
Central Scientific Co. Mountainside, New Jersey	5,029.43
Sargent-Welch Scientific Company Springfield, New Jersey 07081	<u>5,633.43</u>
Total	\$13,998.47

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(Diode, clamps, graph paper, synthetic gems, weights, magnetic compass, optical slits kit, spectroscopes, test tubes, induction coil, forceps, etc.)

After discussion, the motion was unanimously carried.

The question was asked and answered affirmatively by Vice President Hilf that all expenditures, both capital and operating, were within the funds allocated in the budget.

PERSONNEL COMMITTEE

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

Academic Appointments

- (a) Miss Helen Grabowski as Assistant Professor in the Department of Nurse Education, Second Year, with the rank of Assistant Professor, for the academic year September 1, 1973 through June 30, 1974, at the salary of \$13,000.00;
- (b) Mrs. Camille D. Groom as Instructor in the Department of Nurse Education, Second Year, with the rank of Instructor, for the academic year September 1, 1973 through June 30, 1974, at the salary of \$9,062.00;
- (c) Mr. Michael Landers as Instructor in the Department of Accounting, with the rank of Instructor, for the academic year September 1, 1973 through June 30, 1974, at the salary of \$10,332.00;
- (d) Mr. Harry A. Payne as Director of the Educational Opportunity Fund, with the rank of Instructor, effective August 20, 1973, at an annual salary of \$15,500.00 for the fiscal year July 1, 1973 to June 30, 1974 (pro-rata);
- (e) Miss Sandra L. Virginis as Assistant Instructor in the Department of Nurse Education, Second Year, with the rank of Assistant Instructor for the academic year September 1, 1973 through June 30, 1974, at the salary of \$8,900.00;
- (f) Dr. Allen Abrams as Adjunct Instructor in the Department of Dental Hygiene, to lecture and utilize laboratory procedures for three hours per week of DHY101, Dental and Oral Anatomy and Physiology, for a total of 45 hours for the Fall semester 1973, at a salary of \$750.00 for the semester;
- (g) Dr. Marvin Ladov as Adjunct Instructor in the Department of Dental Hygiene, to lecture and clinic six hours of DHY 201, Dental Specialties 1, for the Fall semester 1973, at a salary of \$100.00 for the semester;

- (h) Dr. Sidney Merians as Adjunct Instructor in the Department of Dental Hygiene, to lecture three hours of DHY 201, Dental Specialties 1, for the Fall semester 1973, at a salary of \$50.00 for the semester;
- (i) Dr. Herbert H. Portnoff as Adjunct Instructor in the Department of Dental Hygiene, to lecture and clinic six hours of DHY 201, Dental Specialties 1, for the Fall semester 1973, at a salary of \$100.00 for the semester;
- (j) Dr. Irving H. Sinai as Adjunct Instructor in the Department of Dental Hygiene, to lecture and clinic six hours of DHY 201, Dental Specialties 1, for the Fall semester 1973, at a salary of \$100.00 for the semester;
- (k) Dr. Marvin Solomon as Adjunct Instructor in the Department of Dental Hygiene, to lecture and clinic three hours of DHY 201, Dental Specialties 1, for the Fall semester 1973, at a salary of \$50.00 for the semester;
- (l) Dr. Joseph Tabourne as Adjunct Instructor in the Department of Dental Hygiene, to lecture and clinic six hours of DHY 201, Dental Specialties 1, for the Fall semester 1973, at a salary of \$100.00 for the semester;
- (m) Mr. John Dineen for the month of August 1973, at the rate of \$1,809.00 for the purpose of preparing the new laboratories for the Computer Science Department in the Learning Resource Center;
- (n) Mrs. Sylvia Edge as Coordinator, Department of Nurse Education, Second Year, for the Fall and Spring semesters 1973-74, at a stipend of \$300.00 for the ten-month period;
- (o) Miss Margaret Gariepy as Coordinator, Department of Nurse Education, First Year, for the Fall semester 1973, at a stipend of \$150.00 for the semester.

Academic Resignations

- (a) Ms. Sheva Coleman (Cohen), Instructor in the Department of Social Science, effective June 30, 1973.

Non-Academic Appointments

- (a) Mrs. Gunawanti Jambhekar as Key punch Operator 1 in the Computer Center at the annual salary of \$6,000.00, effective July 16, 1973 (Replacement);
- (b) Mr. William Lowrie as Police Officer in the Police Department, at the annual salary of \$7,711.00, effective July 24, 1973 (Replacement);

- (c) Mr. Edward Salfelder, Jr., as Part-time Dispatcher in the Police Department, at the rate of \$3.00 per hour, effective July 28, 1973 (Replacement);
- (d) Miss Anne Marie Pfeiffer as Clerk-Typist in the Registrar's office on a temporary basis from July 26, 1973 until January 26, 1974, at the rate of \$2.30 per hour (Replacement);
- (e) Miss Virginia S. O'Herron as Library Assistant II in the Division of Learning Resources, at the annual salary of \$4,206.00, effective August 8, 1973 (Replacement);
- (f) Mr. Cameron L. Burton as Night Custodian in the Department of Buildings and Grounds, at the rate of \$3.16 per hour, effective August 9, 1973;
- (g) Mrs. Arlene Keller as Temporary Administrative Aide for Job Placement in the Office of Counseling Services, for the period of July 26, 1973, to October 1, 1973, at the rate of \$2.30 per hour (Replacement);
- (h) Mr. Steve Davies as Police Officer in the Police Department, at the annual salary of \$7,711.00, effective August 20, 1973 (Replacement).

Non-Academic Transfer

- (a) Mrs. Margaret Liss, Clerk-Typist II, from Office Services, Dental Hygiene to Office Services, Business Division, on a 12-month basis, twenty-seven and one-half hours per week (five days, 5½ hours per day) at the annual salary of \$3,540.00.

Non-Academic Change of Status

- (a) Mrs. Dorothea Schettel from Clerk/Offset Operator to Offset Operator II in the Department of Office Services, at the annual salary of \$5,496.00, effective July 1, 1973.

Non-Academic Resignations

- (a) Miss Pamela Gulyas in the Department of Office Services, effective July 13, 1973;
- (b) Mrs. Kathleen Zipf, Key punch Operator I in the Computer Center, effective July 13, 1973;
- (c) Mr. Stephen R. Balazs, Night Custodian in the Department of Buildings and Grounds, effective July 30, 1973;

(d) Miss Linda Milburn, Account Clerk II in the Business Office, effective August 10, 1973.

After discussion, the motion was unanimously carried.

Mrs. Carman moved, seconded by Mrs. Czaya, that the following names and salaries be added to the list for Summer 1973 payroll:

<u>Course Number</u>	<u>Name</u>	<u>Salary</u>
908-800	White, John A.	\$615.00
281-800	Costello, Phillip M.	820.00
E. O. F. Diagnostic Testing & Evaluation	Gutowski, John	200.00
"	Farrah, Aloysius	200.00
"	Sikoryak, Joseph	200.00
Testing & Grouping Shorthand Students	Murranka, Patricia	35.00

After discussion, the motion was unanimously carried.

Mrs. Carman moved, seconded by Mrs. Czaya, that Mrs. Mary S. Reilly be promoted to Administrative Aide in the Personnel Department at the salary of \$7,068.00, effective July 1, 1973. After discussion, the motion was unanimously carried.

Mrs. Carman moved, seconded by Mr. Walsh, that the following confidential employees' salaries be approved for the 1973-74 fiscal year, retroactive to July 1, 1973:

<u>Name</u>	<u>Salary</u>
Elizabeth G. Birdsall	\$6,748.00
Miriam Dingle	8,790.00
Patricia Gore	6,748.00
Violet Gyurics	9,014.00
Lucille Neumann	4,800.00
Elinore Widis	9,680.00

After discussion, the motion was unanimously carried.

Mrs. Carman moved, seconded by Mrs. Czaya, that the following be added to the list of clerical emergency personnel:

- (a) Mrs. Sharlyne Annette Washington @ \$2.30 per hour
- (b) Mrs. Nora Ann Tooker @ \$2.30 per hour

After discussion, the motion was unanimously carried.

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

Academic Appointments

- (a) Mrs. Carole R. Holland as Assistant Instructor in the Department of Secretarial Science, with the rank of Assistant Instructor, for the 1973 Fall semester only, of the academic year 1973-74, at the salary of \$4,531.00;
- (b) Mrs. Linnea H. Gershenberg as Day Care Center Director for the academic year September 1, 1973 through June 30, 1974, at the salary of \$10,600.00;
- (c) Ms. Tynette Hills as a teacher of the Education Technology curriculum in the Division of Continuing Education, with the rank of Instructor, for the academic year September 1, 1973 through June 30, 1974, at the salary of \$10,000.00.

Academic Resignations

- (a) Ms. Yolanda J. D'Elia, Assistant Professor in the Department of Nurse Education, First-year, effective August 4, 1973.

Non-Academic Appointments

- (a) Mrs. Rebecca M. Ruzsala as Police Officer in the Police Department at the annual salary of \$7,711.00 (pro-rata), effective August 14, 1973;
- (b) Mrs. Joan Phelps, part-time reference librarian in the Learning Resource Center, effective September 4, 1973 (5 hours per day, 5 days per week) at the rate of \$5.50 per hour;
- (c) Mrs. Anne McCracken as part-time Library Assistant I in the Learning Resource Center, at the rate of \$3.45 per hour;
- (d) Mrs. Domenica Davis as temporary, part-time Clerk-Typist II in the Division of Continuing Education from August 20, 1973 until September 14, 1973, at the rate of \$2.30 per hour.

Non-Academic Transfer

- (a) Mrs. Alice Bennevich from Public Information and Publications, part-time Clerk-Typist II, to full-time Account Clerk II, effective August 27, 1973, at the annual salary of \$5,572.00 (Replacement).

Non-Academic Resignation

- (a) Mrs. Emily Christiansen, Machine Operator in the Department of Office Services, effective August 24, 1973.

Academic Resignation

- (a) Mrs. Noreen Walstedter, Instructor in the Department of Nurse Education, First Year, effective June 30, 1973.

After discussion, the motion was unanimously carried.

Mrs. Carman moved, seconded by Mrs. Czaya, that the following academic appointments be approved:

- (a) Miss Helen Sady as Assistant Professor in the Department of Dental Hygiene, with the rank of Assistant Professor, for the academic year September 1, 1973 through June 30, 1974, at the salary of \$11,000.00;
- (b) Mr. Frank E. Schultz as Instructor in the Department of Marketing, with the rank of Instructor, for the academic year September 1, 1973 through June 30, 1974, at the salary of \$9,062.00.

After discussion, the motion was unanimously carried.

Mrs. Carman moved, seconded by Mr. Marchitto, that Diane Danik, William Lowrie and Rebecca Ruzsala be commissioned as College Police Officers, effective August 21, 1973.

(Explanatory Note:) Past practice has been to certify police officers once they had completed their training at a police academy. The State of New Jersey now requires that officers be commissioned prior to their attendance at an academy. It is intended that Officers Danik and Lowrie will attend the police academy on September 17, 1973. Officer Ruzsala has already completed such training.)

After discussion, the motion was unanimously carried.

Mrs. Carman moved, seconded by Mrs. Czaya, that the premium for department chairman be established at \$800 per annum commencing September 1, 1973. After discussion, the motion was unanimously carried.

Mrs. Carman moved, seconded by Mr. Stolzer, that the promotion increment schedule as established in the current contract between the Board of Trustees and Local 1940, AFT, be implemented for those individuals promoted at the June 19, 1973 meeting of the Board of Trustees, effective September 1, 1973. After discussion, the motion was unanimously carried.

FINANCE COMMITTEE

Mr. Walsh reported that the standard financial forms have not been prepared for July since this is the first meeting of the year and they would not be meaningful.

EDUCATION COMMITTEE

Mrs. Czaya moved, seconded by Mr. Marchitto, that the admissions policy, as filed with Papers Supporting the Minutes, be approved in the operation of the Day Care Center.

Explanatory Note: The policy has been prepared pursuant to the federal guidelines for the operation of a day care center.

After discussion, the motion was unanimously carried.

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

WHEREAS, it is the intention of Middlesex County College to have students in its Medical Technology curriculum receive clinical education experience at Roche Clinical Laboratories in Raritan, New Jersey, and

WHEREAS, Middlesex County College and Roche Clinical Laboratories, Inc., of Raritan, New Jersey, have agreed upon a working relationship covered in detail by a contract between the College and Roche Clinical Laboratories, Inc.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Middlesex County College authorizes the execution of this contract following review and approval by legal counsel.

After discussion, the motion was unanimously carried.

COMMUNITY AFFAIRS COMMITTEE

Mr. Clancy reviewed activities, other than routine, handled by the Office of Public Information and Publications. (Copy filed with Papers Supporting the Minutes.)

Contributions totalling \$1,400. have been received by the Middlesex County College Foundation, Inc., since the July Board meeting.

Mr. Ciotta reported that sponsors, particularly patrons, for the Scholarship Ball are far ahead of last year.

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

WHEREAS, Mr. G. Nicholas Venezia was one of the original members of the Board of Trustees of Middlesex County College appointed by the Board of Chosen Freeholders of the County of Middlesex in November 1964; and

WHEREAS, he has served since November 1969 as the Board's Vice Chairman, and since November 1972 as Chairman; and

WHEREAS, throughout his years of service as a Trustee, Mr. Venezia devoted untold time and effort to the College, often at great cost to his family and his private endeavors; and

WHEREAS, his wisdom, experience, leadership, and dedication have been greatly responsible for the successful founding and development of Middlesex County College, and the Middlesex County College Foundation, Inc.; and

WHEREAS, Mr. Venezia has found it necessary to resign from the Board of Trustees in order to pursue other civic activities; and

WHEREAS, his knowledge and insight will be a guiding factor to the future of both the College and the Foundation,

NOW, THEREFORE, BE IT RESOLVED that the members of this Board of Trustees wish to acknowledge and recognize, on behalf of the community, faculty and students who have benefitted and will benefit from his efforts, the outstanding contribution of G. Nicholas Venezia to Middlesex County College, and to express appreciation for his dedicated service to the Middlesex County College Foundation.

After discussion, the motion was unanimously carried.

Mrs. Lake was directed to provide a copy of the Minutes carrying this resolution to Mr. Venezia.

STUDENT AND ALUMNI AFFAIRS COMMITTEE

No Report.

EMPLOYEE RELATIONS COMMITTEE

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

WHEREAS the attached contract negotiated between the Board of Trustees of Middlesex County College and Local 371 of the International Brotherhood of Police Officers has been ratified by Local 371; and

WHEREAS, the Board of Trustees has examined the contract and found it to be in order,

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Middlesex County College ratify said contract.

After discussion, the motion was unanimously carried.

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

WHEREAS, the Board of Trustees pursuant to the Labor Agreement between the Board of Trustees and the Faculty Organization of Middlesex County College and the applicable New Jersey Statutes has the right to retrench faculty members when the circumstance dictates such a retrenchment; and

WHEREAS, due to the reduction of the number of students in the Liberal Arts area of the College, the Board has determined that there should be a reduction of a faculty member in the history discipline of the Social Sciences Department; and

WHEREAS, faculty member John Kenny is the least senior man in the history discipline of the Social Science Department; and

WHEREAS, the College Administration has previously advised faculty member John Kenny that due to the decrease in the Liberal Arts enrollment, it may be necessary to retrench Mr. Kenny for the upcoming year extending from September 1, 1973 through June 30, 1974;

NOW THEREFORE, BE it resolved by the Board of Trustees of Middlesex County College as follows:

1. The Board of Trustees pursuant to its contractual and statutory rights hereby retrenches faculty member John Kenny, a teacher of history in the Social Science Department.

2. The Board of Trustees pursuant to the contract between the Board of Trustees and the Faculty Organization grants to faculty member John Kenny re-employment rights if a full-time vacancy occurs in the history discipline of the Social Science Department for a period of one year from September 1973.

After discussion, the motion was unanimously carried.

Mrs. Czaya commented on the Employee Relations Committee session which she attended, and commended the Administration on its sincerity and effort in trying to work out the problem of retrenchment for faculty, and was pleased three of the four faculty members did not have to be retrenched. Mrs. Czaya also commented that at a previous meeting of the Board a Faculty Committee spoke about recruiting in secondary schools for the Liberal Arts Section, and expressed the hope that faculty would really follow through so that there will not be a similar situation (retrenchment) next year. Mrs. Czaya also indicated that she has been approached by her own alma mater with respect to recruiting students.

SECOND CAMPUS COMMITTEE

No report.

PRESIDENT'S REPORT

Vice President Callahan reported that 462 students have registered in the Liberal Arts area--the original projection was 650. Mr. Callahan is watching these figures daily and will do everything he can to follow the mandate of the Board to President Chambers.

The State Department of Education - Vocational Division, has notified the College of an award of VEA grants for fiscal 1974. Details will be published in the next Education Committee Report.

COUNSEL'S REPORT

Mr. Hoffman reported that the request for waiver to rebate to summer school students the increment in part-time tuition, has been denied by the Cost of Living Council.

Two grievances (sign-in and tenure) have been concluded. Briefs have been filed and the College awaits final decision of the arbitrator.

. . .

Trustee Giardinello indicated his first session to be very interesting and is delighted to be a member of the Board.

Freeholder Mayo, from the audience, offered his congratulations to Trustee Giardinello.

. . .

The next regular meeting of the Board of Trustees will be held on September 18, 1973, at 8 p. m. , in Rooms 319-321 of the College Center.

There being no further business, the meeting was adjourned at 9:50 p. m.

LILLIAN CARMAN
Secretary

MEMORANDUM

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

DATE: August 16, 1973

FROM: Vice President John N. Callahan 

SUBJECT: August Report to Education Committee

1. The Department of Dental Hygiene recently awarded Mrs. Albert Aitkens of Edison, New Jersey, a special certificate of honor in recognition of her devotion to the department.

In order to graduate, each student must render dental hygiene services to a minimum of 85 patients. With a senior class of 24 students a class case load of 2040 patients was required, and at times students found it difficult to secure patients. It was then that Mrs. Aitkens stepped into the breach, personally rounding up members of the community, chauffeuring them to the clinic, waiting for them to receive professional services, and later returning them to their homes.

2. The Division of Continuing Education has listed the following community service and related projects:
 - A. Two TRANSCENDENTAL MEDITATION lectures were conducted on July 11 and 18. The lectures aimed at showing the student how to achieve more subtle states of thought as physiological changes which respond to a refined mental activity occur.
 - B. GRADUATE REALTOR INSTITUTE, a thirty-hour intermediate level course, was offered in cooperation with the New Jersey Realtor Board in order to help licensed real estate salesmen qualify for a brokers license.
 - C. UPDATING FOOD RECEIVING TECHNIQUES AND PRACTICES, a one-day seminar aimed at improving food handling techniques at large state institutions, was held July 25, 1973. This program was arranged in cooperation with the Bureau of Dietetics, Laundry and Household Services of the Department of Institutions and Agencies.

August 16, 1973

- D. SCHOOL FOOD SERVICE MANAGEMENT - Two eight-session courses offered in conjunction with the Bureau of Foods Program Administration of the Department of Education for school cafeteria personnel. Course I covered Type A lunch requirements, menu planning, basic nutrition and cycle menus, business management records and controls, quantity food recipes, and personnel supervision and job analysis. Course II covered functions of nutrients in the body, quantity food specifications and purchasing procedures, recipe and menu costing, personnel hiring and training practices, and quantity food problems as related to bake shop, sandwich and salad preparation, and sanitation.
- E. SCHOOL BAKING - Two eight-session courses offered in cooperation with the Bureau of Foods Program Administration of the Department of Education for school cafeteria personnel. The first course, School Baking for Beginners, was geared for school food service workers who have minimal baking experience. The course emphasized ingredient measuring techniques, use of large quantity baking equipment, and preparation of sample desserts such as cookies and cakes. The second course, School Baking for Intermediates, was designed to increase the competency of those school food service workers who have done some school baking and are familiar with the basic techniques of school baking procedures and the use of large quantity baking equipment. This course emphasized advanced baking techniques, time-saving work methods, and the preparation of school lunch desserts and hot breads.
- F. The College's second annual CENTRAL JERSEY BASKETBALL CAMP for boys between the ages of 10 and 18 was conducted during the week of August 6-10. The aim of the camp was to improve the basketball player in all fundamental areas of the game through individualized instruction. The daily program stressed such fundamentals as shooting, dribbling, defense, rebounding, foul shooting, and agility.
- G. The College's fourth annual WRESTLING CLINIC for boys between the ages of 12 and 17 was conducted during the week of August 13-17, 1973. The aim of the clinic was to improve the wrestler's skill in all fundamental areas of the sport through individualized instruction. The daily program stressed such fundamentals as takedowns, reversals, escapes, pinning combinations, and general mat strategy.
- H. In association with the Middlesex County Arts Council, the Division of Continuing Education sponsored a six-weeks (July 9 to August 17) community service summer workshop in the fine and performing arts for 67 high school students from Middlesex County. The program, entitled "TEEN ARTS CENTER," provided instruction in drawing, painting, ceramics, weaving, creative writing and journalism, modern and folk dance, theatre production, and vocal and instrumental music.

- I. The following constitutes a summary of the data associated with the non-credit community service programs of the Division of Continuing Education during the fiscal year 1972-1973.

61 separate programs conducted
2190 INDIVIDUALS REGISTERED FOR 61 COMMUNITY SERVICE PROGRAMS
2378 Individual program registrations totaling 48,426 clock hours equates to 107.6 F.T.E.'s.
1082 are county residents (49.41%)
1108 are out-of-county residents (50.59%)
1708 are male (77.99%)
482 are female (22.01%)
989 prior students re-registered (45.16%)
1201 new students (54.84%)

- J. The following constitutes a summary of the facts and figures covering the 1973 Summer Session for the Division of Continuing Education:

169 sections conducted - 95 8-week evening 37 1st 4-week day
5 4-week evening 26 2nd 4-week day
6 8-week day (165 on campus;
4 off campus)

128 faculty members hired
97 of whom are also full-time faculty (75.8%)
2702 INDIVIDUALS REGISTERED FOR COURSES IN THE DIVISION OF CONTINUING EDUCATION
120 dropped completely prior to the first class or course was cancelled
2582 attended the first class
2582 part-time students registered for 10,669 combined hours (credit and non-credit), comprising 3,516 registrations for separate courses, with an average student load of 4.1 hours.
The average section contains 20.8 students.
F.T.E. = 710
2456 are county residents (90.90%)
246 are out-of-county residents (9.10%)
1257 are male (46.52%)
1445 are female (53.48%)
1660 prior students re-registered (61.44%)
1042 new students (38.56%)