

BOARD OF TRUSTEES OF THE MIDDLESEX COUNTY COLLEGE

Minutes of March 19, 1968 Meeting

A regular meeting of the Board of Trustees of the Middlesex County College was held at 7:45 p.m., March 19, 1968, in the Board room on the College campus. Members present were Mrs. Carman and Messrs. Blunt, Feakes, Hughes, L'Hommedieu, Marchitto, Rowland and Venezia. Mr. Klegman was absent. Also present were Messrs. Hoffman, Walsh, Wanty, Ciotta, Hilf, Mrs. Lake, and other members of the public.

Mrs. Carman requested that the Minutes of February 20 be amended to include the words "Parents and" before Teachers, page 164, No. 7. Mr. Feakes moved, seconded by Mr. Marchitto, that the Minutes of February 20, 1968, be approved as amended. The motion was unanimously carried.

FACILITIES & EQUIPMENT COMMITTEE

Mr. Marchitto reported that the Committee had met with Messrs. L'Hommedieu, Walsh and Kleban to explore future heating plans. Mr. Kleban is making a further investigation with the architect and consulting engineers. Upon receipt of his report the Committee will make a recommendation to the Board of Trustees.

The architect is trying to have the site contract work closed out. Hopefully, weather permitting, this should be done within the next month or so.

A final inspection by the architect and landscape architect was held on February 9. Their report indicates all planting work is completed with the exception of 46 Boston Ivy plants at Buildings 140 and 141 (it was not safe to plant these in the fall); and one Malus baccata to be planted in front of the academic-science building. All plants have been checked for species and size and appear to be in good condition with the exception of approximately ten pine trees and three rhododendrons. There were substitutions made during the course of the project necessitated by excessively wet and/or modified site conditions at no additional cost. The guarantee periods are as follows:

1. Academic-Science Building Courtyard

Completion of planting in this courtyard was as of May 31, 1967 which was the beginning of the one-year guarantee period for this portion of the planting.

2. Remainder of Planting

Completion of the remainder of planting was as of December 31, 1967 which was the beginning of the one-year guarantee period.

The Trowel Club of New Brunswick has donated \$500 to be used for plantings in the wells of the library.

Mr. L'Hommedieu expressed concern over the safety aspects of the large equipment being placed in the industrial chemical laboratory, and asked that a complete report be submitted at the next Board meeting.

Mr. Marchitto reported the following is a brief summary of the Owner-Architect's Agreement with relation to the proposed new construction. Said agreement has been reviewed in detail by the Facilities and Equipment Committee, Mr. Walsh, Mr. Kleban, and discussed with Mr. Eckert.

1. Scope of Project--Architect to perform all architectural services with regard to the construction of College Union Building, Health Technology Building and renovation of Building No. 141.

2. Compensation of Architect--Architect to receive 6% of the total cost of all completed work as stated by the lowest acceptable bona fide contractors proposal and as modified by any change orders. The contract further provides that for any additional services, the Architect is to be paid as follows:

1. Principal time at the rate of \$20 per hour.
2. Employees' time at a multiple of 2½ times direct personnel expense.
3. Professional consultants at cost.

Additional compensable services are only contemplated if substantial changes are made in the scope of the work after owner has approved design development documents, which services result in the Architect substantially reworking the documents.

It is further provided that in the event the project must be terminated due to the failure of college to secure adequate funds, that Architect only will be compensated based on the above noted price schedule set forth for additional services.

Architect will also be compensated for the following expenses:

1. Expenses of reproductions and handling of drawings, except for the copies for architect's use, and duplicate sets for the owner's review.

2. Overtime if authorized in advance by Owner.
3. "As Built" drawings, which cost will not exceed \$2,000.
4. If college elects, the cost of a professional estimator.

3. Architect's Services--Architect is to provide all the architectural, site planning, engineering and professional services with relation to the project. Said services are to be completed in four different phases:

Phase 1. Schematic Design Phase--Architect will prepare schematic design drawings, preliminary sketches of the project, a cost estimate and obtain all governmental approval.

Phase 2. Design Development Phase--Architect will prepare design development documents in sufficient detail to provide the owner with a clear understanding of the project and a cost estimate.

Phase 3. Construction Documents Phase--Architect will prepare whatever construction documents are necessary, including the specifications relative to progress of work, protecting owner from contractors' deficiencies, certifying payments, inspecting contractors shop drawings.

4. Additional Services of the Architect--Architect has agreed to perform various additional services, including preparing change orders, documents for written alternative bids, and appearing as an expert witness in court, without additional compensation.

5. College Engineer--Contract provides for a college engineer and sets forth the college engineer's responsibilities. The college engineer is to be the representative to the Owner at the site and is to guard against deficiencies in the work of the contractor and with the Architect provide inspection and supervision of the project.

6. Owner's Responsibilities--Owner is to provide full information with regard to the project including site information, services of various engineers, if necessary, and such legal, accounting, and insurance services as are necessary.

7. Consultants--Contract provides that the Architect will not use any consultants unless he has obtained from the Owner prior to their use the Owner's written approval. Contract further provides that the Owner has the option to employ additional consultants to supplement the work of the Architect and Architect has a responsibility to cooperate with these consultants.

8. Miscellaneous--Contract gives the college the right to terminate the agreement upon five days written notice in the event the architectural firm of Eckert and Gatarz ceases to continue as a partnership; that either party may terminate contract upon seven days notice and that the college will be the Owner of all plans, specifications, and drawings.

Mr. Marchitto moved, seconded by Mr. Blunt, that the Chairman and Secretary be authorized on behalf of the Board of Trustees to enter into the "Owner-Architect Agreement" with the firm of Eckert and Gatarz of North Brunswick, New Jersey, which contract was prepared by the College Counsel, College Engineer and Director of Administrative Services, and has been reviewed in detail by the Facilities and Equipment Committee on two separate occasions. After discussion, the motion was unanimously carried.

Mr. Marchitto moved, seconded by Mr. Venezia, that a voucher in the amount of \$10,000.70, constituting final payment on the contract for general construction of new buildings between Gumina Construction Company and the Board of Trustees be approved for payment, subject to final approval by the Architect and College Engineer. After discussion, the motion was unanimously carried.

Mr. Marchitto moved, seconded by Mr. Feakes, that a voucher in the amount of \$13,929.52, constituting final payment on the contract for electrical work on the new buildings between Molnar Electrical Contractors and the Board of Trustees be approved for payment, subject to final approval by the Architect and the College Engineer. After discussion, the motion was unanimously carried.

Mr. Marchitto moved, seconded by Mr. Feakes, that a change order in the contract with Metalab Equipment Company for installation of fixed equipment in the new buildings be approved, in the amount of \$485. to be deducted from the contract sum for clean-up work done by College personnel. After discussion, the motion was unanimously carried.

Mr. Marchitto moved, seconded by Mr. Blunt, that the payment of an invoice for \$200, representing the Middlesex County College share of the recent Facilities Planning Conference of New Jersey County Colleges, be authorized. After discussion, the motion was unanimously carried.

Mr. Marchitto moved, seconded by Mr. Hughes, that a contract for furnishing a book copier and attachments for the library be awarded to Dynamic Office Equipment Company of Trenton, New Jersey, at a cost of \$2,295.00; said amount being the lowest bid between the two bids received on the specified equipment on February 15, 1968. After discussion, the motion was unanimously

EXPLANATORY NOTE: Thirteen sets of specifications were mailed out for this equipment. The above award was requested by Mrs. Riggs after her examination of the two bids received.

Mr. Marchitto moved, seconded by Mr. Blunt, that contracts for furnishing records for the library be awarded to Chesterfield Music Shop of New York, in the amount of \$286.69, and to Rivoli Music Shop of New Brunswick, in the amount of \$572.26; said amounts being the lowest combination of prices on the specified records among the five bids received on March 7, 1968, whether computed on an item by item or lump sum basis. After discussion, the motion was unanimously carried.

EXPLANATORY NOTE: Seven sets of specifications for records were mailed out to various companies. The above awards were requested by Mrs. Riggs after her examination of the five bids received.

Mr. Ciotta reported on the public hearing relative to the widening of Woodbridge Avenue. The Trustees expressed concern that the fence should be replaced after the widening of the road. Mr. Ciotta was directed to contact Mr. Powell for the latest developments. The Trustees will then determine their next move. Concern was also expressed over the golf course when part of it will be used for this project.

PERSONNEL COMMITTEE

Mr. Venezia moved, seconded by Mr. Blunt, that the salary approved for Sidney Danzis in the Minutes of February 20, 1968, (\$780.00) be amended to read \$960.00. After discussion the motion was unanimously carried. (Mr. Danzis is an adjunct instructor in Biology.)

Mr. Venezia moved, seconded by Mr. Marchitto that the members of the non-academic staff listed on the attached sheets numbered 68-69-7 through 68-69-10, be reappointed effective July 1, 1968, at the respective annual salary rates shown; said salary rates being in accordance with the non-academic salary schedule currently in effect, and the total amount of all salaries being within the amount budgeted for these positions. After discussion, the motion was unanimously carried.

Mr. Venezia moved, seconded by Mr. Marchitto, that the following non-academic appointments be approved:

Mrs. Thelma B. Allen as Clerk Typist II, at a salary of \$341.00 per month, effective March 5, 1968.

Mr. Joseph Janco as Custodian at a salary of \$359.00 per month, effective March 1, 1968.

After discussion, the motion was unanimously carried.

Mr. Venezia moved, seconded by Mr. Hughes, that Miss Genevieve Semple be appointed to the faculty for the academic year 1968-69 with the rank of Associate Professor at a salary of \$11,000.00; and that Miss Semple also be appointed Assistant Chairman of the Department of Nurse Education for the same year at \$300 additional to her regular salary. After discussion, the motion was unanimously carried.

Mr. Venezia moved, seconded by Mr. Marchitto, that Mrs. Corliss Henry be appointed to the faculty for the academic year 1968-69 as an instructor in the Department of Nurse Education at an annual salary of \$9,000.00. After discussion, the motion was unanimously carried.

Mr. Venezia moved, seconded by Mr. Marchitto, that the members of the academic staff listed on the attached sheets, numbered 68-69-1 through 68-69-6, be reappointed for the period from July 1, 1968 to June 30, 1969, at the respective salaries shown; said salaries being in each case within the ranges currently in effect for academic personnel, and the total amount of all salaries being within the amount budgeted for these positions. After discussion, the motion was unanimously carried.

Mr. Venezia moved, seconded by Mr. Marchitto, that the following changes in rank and promotion at the respective dates shown be approved:

<u>DATE</u>	<u>NAME</u>	<u>FROM</u>	<u>TO</u>
7/1/68	Dr. Vernon Wanty	Dean of Instruction	Dean of Faculty
7/1/68	Mr. Peter K. Mills	Assistant Dean of Instruction	Associate Dean of Instruction
7/1/68	Mr. John J. Cogan	Instructor Assistant Director of Eve.&Ext.Div.	Assistant Professor Director of Evening & Extension Div.
9/1/68	Mr. Robert W. Colburn, Jr.	Assistant Instructor	Instructor
7/1/68	Mr. Irving Elan	Assist. Professor	Associate Professor
9/1/68	Dr. Virginia S. Filardi	" "	" "
9/1/68	Mr. Eric Hepburn	Instructor	Assistant Professor
9/1/68	Mrs. Martha Keil	Instructor	" "
9/1/68	Mrs. Eunice Liberson	Assist. Professor	Associate Professor
9/1/68	Mrs. Emily Montgomery	Instructor	Assistant Professor
9/1/68	Mr. Reney Myers	Assist. Professor	Associate Professor
9/1/68	Mr. Dominic Orefice	Instructor	Assistant Professor
9/1/68	Mr. Charles Oxman	"	" "
9/1/68	Miss Marguerite Rizzo	Assistant Professor	Associate Professor

<u>DATE</u>	<u>NAME</u>	<u>FROM</u>	<u>TO</u>
9/1/68	Mr. Jerome Shindelman	Instructor	Assistant Professor
9/1/68	Mr. H. Ian Smith	"	"
9/1/68	Mr. Elliot Tannen	"	"
9/1/68	Mrs. Wilma G. Thompson	"	"
7/1/68	Miss Muriel Wilhelm	Assistant Professor	Associate Professor

After discussion, the motion was unanimously carried.

Mr. Venezia moved, seconded by Mr. Feakes, approving appointment of the following faculty members as chairman of their respective departments, effective September 1, 1968:

- Miss Marguerite Rizzo - Department of Biology
- Dr. Francis Spano - Department of Chemistry
- Mr. Eric Hepburn - Department of Foreign Languages
- Mr. Charles Korn - Department of Physics and Mathematics
- Mr. Charles Montross - Department of Chemical Technology and Industrial Coordinator

After discussion, the motion was unanimously carried.

EDUCATION COMMITTEE

Mrs. Carman moved, seconded by Mr. Blunt, that the following definitions be adopted for the purpose of determining tuition rates to be paid by students:

1. COUNTY RESIDENTS--Students maintaining a permanent domicile in Middlesex County for a period of at least six months immediately prior to registration, as evidenced by a certificate of residence.
2. OUT-OF-COUNTY RESIDENTS--Students maintaining a permanent domicile in the State of New Jersey for a period of six months or more, immediately prior to registration, as evidenced by a certificate of residence, but in a county other than Middlesex.
3. OUT-OF-STATE RESIDENTS--Students maintaining a permanent domicile other than in New Jersey or students who have maintained a permanent domicile within the State of New Jersey for a period of less than six months immediately prior to registration.

After discussion, the motion was unanimously carried.

Mr. Venezia moved, seconded by Mr. Feakes, that the tuition rate for out-of-state students for the academic year 1968-69 be established at \$1,250.00. After discussion, the motion was unanimously carried.

Mr. Blunt moved, seconded by Mr. Venezia, that the diploma, as submitted by the Graduation Committee, be approved. After discussion, the motion was unanimously carried.

Dean Wanty reviewed the Admissions Report for September 1968 Applications. A total of 1,844 applications have been received to date as compared to 1,306 a year ago. Four hundred and thirty-one people have been admitted and 1,048 applicants are still in process.

Mr. Rowland reported that three graduates of the College's Pre-Technical program have made the Dean's List during their first academic semester. One of these young men was a high school drop-out and intends to go on to a senior institution to study oceanography.

A Personnel Directors' Conference was held on campus March 14. Nineteen personnel directors from neighboring industries met with representatives of the instructional staff to try to determine additional ways in which the College could serve their companies. Prior to a luncheon in West Hall, the representatives were given a tour of College facilities. In a two-hour discussion, a number of suggestions were made, some of which are being studied further. Principally, it might seem worthwhile to consider enlarging opportunities in the day program to enable persons on shift work to take work at the College on a part-time basis. It might also be to the advantage of the College to investigate the possibility of a cooperative work-study program whereby our students might spend part of their time working in industry. The discussion showed plainly a need to further emphasize recruitment of high school students for the technology areas.

Mr. Mills and Mrs. Voorhees recently visited Newark State College and afterwards developed a proposal asking for funds from the Federal Government for a joint project between Newark State and Middlesex County College to train teacher aides on this campus. Newark State has agreed to give credit for work in this program, and they will provide personnel to teach the specialized education courses on a contractual basis.

Several faculty members have developed an interdepartmental project of a cultural center in the College library. Spearheading this project is Professor Ian Smith, who teaches philosophy. The basement of the library is open from 9 a.m. to 3 p.m. for recordings of music, poetry and drama. There are available reference works in music, art and literature and a special selection of paperback books. These learning aids are coordinated with the Western Civilization

course currently being offered at the college. Faculty members are also being encouraged to frequent this room during their free periods for informal association with students. Several members of the faculty, notably from the departments of English and Social Science, have expressed interest in developing this project so that there might be further coordination in courses.

Spearheaded by Mr. Peter Mills, Mr. Arnold Ettinger, Chairman of the Social Sciences Department, and Mr. Irving Elan, Chairman of the Division of Social Sciences and Humanities, plans are going forward for Middlesex County College, with the encouragement of the Labor and Industrial Relations Center at Rutgers, to sponsor an Urban Affairs Conference. This is an attempt to get together government officials, teachers, social workers, clergy, and community representatives so that they can exchange ideas and develop programs for community improvement, emphasizing particularly the situation during the summer months. Already joint meetings have taken place with agency representatives and representatives from Rutgers University. The Trustees will be kept informed as the program develops.

Dean Wanty has been appointed to an advisory committee at Rutgers University to consider the development of programs in hotel administration, restaurant management with a view to serving the hospitality trades in New Jersey.

Dean Wanty reported that 225 students have applied for transfer to four-year institutions. Seventy-five have been accepted and 150 are still waiting for an answer.

Dean Wanty also reported that 1,776 students have registered for the spring term in the Evening Division.

With regard to placement, representatives of 17 industries have been on campus, and more are coming each week, to talk to the students during the college hour on opportunities available.

Dean Wanty further reported that the State Department of Higher Education has approved the granting of degrees by Middlesex County College.

Mr. Hughes requested that a study be made of the Evening School tuition for county and out-of-county residents. Mr. Walsh will follow through with Dr. Chambers and the Education and Finance Committees and have a complete report and recommendation at the next meeting.

Mr. Feakes requested that the area of student activity fees and student insurance be reviewed and a report made to the Trustees.

COMMUNITY AFFAIRS COMMITTEE

Mr. Ciotta reported some of the activities of the Community Services Department over the past four-week period:

1. Preparations are being made for the March 30 meeting of the New Jersey County College Boards of Trustees and Presidents. The meeting will be held in West Hall from 10 a.m. to 4 p.m.
2. Cooperation extended to five area hospitals and Johnson & Johnson for nurse recruitment, which includes radio spot announcements, posters and brochures.
3. A meeting of the New Jersey Association of Educational Secretaries was held on campus March 9, with 350 members in attendance.
4. A new publication will be mailed to two hundred businesses with one hundred or more employees within the week. The title will be "Pulse".
5. An Open House has been scheduled for May 11. The Committee has planned for tours, lectures, lab demonstrations and sports events.
6. Assisted the Dean of Instruction with the Community Industrial Relations Association program on March 14.
7. Graduation is scheduled for Wednesday, June 12, at 8 p.m., in the gymnasium.

FINANCE COMMITTEE

Mr. Feakes reported that Mr. Walsh has been working towards the conclusion of the College's claim with the Federal Government on the project of renovation of buildings and construction of the three new buildings. A claim has gone in on March 11. At this point everything seems to be in good order as far as agreement of records here and the Federal Government. The program calls for the last 5% to be withheld by the Federal Government until an audit is completed of the total project. Hopefully, Mr. Cestare's report might be accepted by the Federal Government with some supplementation as the audit requirement, rather than wait for a Federal auditor to come in.

Mr. Feakes reviewed the Bookstore Balance Sheet and interim statement of operations for the eight month period ending February 29, 1968. (Copy filed with papers supporting the Minutes.) Mr. Feakes also reviewed the monthly financial reports. (Copies filed with papers supporting the Minutes.)

Dean Wanty reported that 80 students from the Electrical Technology Department attended the IEEE International Convention and Exhibit in New York City and saw the latest equipment and types of up-to-date machinery they will be working with.

Dean Wanty reported that he did not anticipate a large faculty attrition between the 1967-68 and 1968-69 year.

Mr. L'Hommedieu suggested he send the following letter to Governor Hughes, Mr. Edward J. Booher, Chairman of the State Board of Higher Education, Middlesex County Legislative Delegation, and the Chancellor of Higher Education:

"This letter is sent at the instruction of the Board of Trustees of Middlesex County College.

"As you know, the capital budget of Middlesex County College for 1968-69, which has been approved by the State Board of Higher Education and the County Board of School Estimate, totals \$6,176,166.00, half of which is to be provided by the County of Middlesex and the other half by the State of New Jersey. Funds are included in this budget for two essential new buildings and for other facilities necessary to handle the rapidly increasing student population.

"The Trustees are greatly concerned over the status of the State share of this capital funding. It is our present understanding that these funds will not be made available until decisions are made as to whether the money will be generated by a bond issue or by new taxes.

"The purpose of this letter is to express to you our very great concern at the delay in funding and to urge you to make every effort to expedite whatever decisions are necessary to make these funds available. We are unable to proceed with plans or construction programs until the State share is assured.

"A delay in the decision on funding will do great disservice to the Educational Program that is envisioned at Middlesex, since it would limit our program to the facilities presently available."

Mr. Hughes suggested that the Freeholders receive a copy, as well as Mr. Costa in his capacity as Chairman of the State Board of Freeholders.

Mr. Hughes moved, seconded by Mr. Blunt, authorizing Chairman L'Hommedieu to send the foregoing letter to the specified individuals. After discussion, the motion was unanimously carried.

Mr. Hughes commended Mr. L'Hommedieu (Vice Chairman of the New Jersey Council of Community Colleges) on his presentation of capital construction needs to the Governor's Commission on Monday, March 18th, in Newark, on behalf of all New Jersey County Colleges.

The next regular meeting of the Board of Trustees will be held on Tuesday, April 16, 1968, at 7:45 p.m., in the Trustees' conference room on the College campus.

There being no further business, the meeting was adjourned at 10:35 p.m.

ROBERT R. BLUNT
Secretary