

## BOARD OF TRUSTEES OF THE MIDDLESEX COUNTY COLLEGE

Minutes of April 16, 1968

A regular meeting of the Board of Trustees of the Middlesex County College was held at 7:45 p.m., April 16, 1968, in the Board room on the college campus. Members present were Messrs. Feakes, Hughes, Klegman, L'Hommedieu, Marchitto, and Rowland. Mrs. Carman and Messrs. Blunt and Venezia were absent. Also present were Dr. Chambers and Messrs. Hoffman, Walsh, Wanty, Ciotta, Mrs. Lake, and other members of the public.

Mr. Feakes moved, seconded by Mr. Klegman, that the resolution appointing members of the academic staff in the Minutes of March 19, page 176, fifth paragraph, be amended to read:

"That the members of the academic staff listed on the attached sheets, numbered 68-69-1 through 68-69-6, be re-appointed for the periods and 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."

The motion was unanimously carried.

Mr. Hughes moved, seconded by Mr. Feakes, that the Minutes of March 19, 1968, be approved as amended. The motion was unanimously carried.

FACILITIES & EQUIPMENT COMMITTEE

With regard to closing out the Federal Project, Mr. Marchitto referred to Mr. Walsh's memorandum of March 7, 1968 to Dr. Chambers. (Copy attached).

In order to expedite the "close-out" of the Federal Project No. N.J.-0032, and in accordance with the recommendation of Administration, Architect, and College Engineer, Mr. Marchitto moved, seconded by Mr. Hughes, that the Board does not wish to act to collect liquidated damages. After discussion, the motion was unanimously carried.

The question of establishing an escrow account for the remaining balances to Aerodyne and Metalab when they are ready for final payment will be placed on the agenda of the next meeting.

Mr. Rowland moved, seconded by Mr. Marchitto, that the proper officials of the Board of Trustees be authorized to execute a certificate stating that the square footage of the Federal Project NJ-0032, exceeds the square footage stated in the Application. After discussion, the motion was unanimously carried.

Mr. Rowland moved, seconded by Mr. Marchitto, that the proper officials of the Board of Trustees be authorized to execute a certificate stating that in addition to the sums specified in the project summary, the Board of Trustees of the Middlesex County College authorized additional expenditures to complete the necessary site work and purchase the necessary equipment and other appurtenances to complete the project. After discussion, the motion was unanimously carried.

Mr. Marchitto moved, seconded by Mr. Hughes, that a contract for furnishing carpet for two student lounges in Main Hall be awarded to Mid State Floors, Inc., Somerset, New Jersey, at a cost of \$2,525.00; said amount being the low bid of five bids received on the specified item on April 11, 1968. After discussion, the motion was unanimously carried.

Mr. Walsh reported on safety in general and the Unit Operations Lab in particular. Mr. E. F. Hill, qualified safety engineer employed by the Travelers Insurance Company, has discussed this subject with Professor Montross. Up to the present time installation has not been made. Messrs. Hill and Montross will work together and submit reports as they go along, indicating what precautions have been taken in installation and what will be taken in operation. Mr. Hill made his second safety inspection on campus and discussed the active safety program being developed and implemented. He found that previous recommendations have been implemented and operating properly. The college received an "excellent" rating on the second inspection. All personnel have now been trained in the use of fire fighting equipment.

Mr. Marchitto moved, seconded by Mr. Hughes, that payment of a voucher in the amount of \$3,500.00 to Lloyd A. Cestare, C.P.A., for work done on the Federal Project and claims related thereto, be approved. After discussion, the motion was unanimously carried.

Mr. Marchitto moved, seconded by Mr. Hughes, that final payment on the plumbing contract for new buildings between the Board of Trustees and Edwin J. Dobson, Jr., Inc., be approved in the amount of \$9,032.00 subject to approval of the architect and college engineer. After discussion, the motion was unanimously carried.

Mr. Marchitto moved, seconded by Mr. Rowland, that a contract for furnishing audio equipment for four library listening tables be awarded to the Murlyn Recording and Educational Products Corporation

of New York at a cost of \$3,624.00; said amount being the lowest among the five bids received on August 22, 1967.

EXPLANATORY NOTE: Seventeen sets of specifications were mailed to various companies and the above award was requested after several consultations between Mrs. Riggs, Mr. Suhrstedt, and Mr. Walsh.

Mr. Marchitto moved, seconded by Mr. Feakes, that payment be made of the bill from Eckert & Gatarz in the amount of \$5,000.00 for beginning of the work on the conversion of East Engineering Building for Mechanical Technology. This bill was approved by Mr. Kleban, College Engineer. After discussion, the motion was unanimously carried.

Mr. Rowland moved, seconded by Mr. Klegman, that the Facilities Committee be authorized with power to act to go to bid for the conversion of East Engineering Building into a Mechanical Technology laboratory. After discussion, the motion was unanimously carried.

Mr. Marchitto read excerpts from Mr. Kleban's construction report as follows:

"The plans for the six group study rooms and four typing booths in the basement of the library have been prepared by the architect. This office has received prices for this work from two millwork firms, both being in the neighborhood of \$10,000 with a 20 to 24 week lapse to completion because of delivery on some of the components specified.

"I have been successful with Eckert's office regarding a substitution of materials in an effort to ease the time of completion and we should now decide whether to go to bid for this work or try to squeeze the program into the building and ground forces schedule.

"The central air conditioning unit for the interior rooms of the Computer Center has been installed and is now in operation. The window air conditioning units for the remaining rooms in the center are being procured by the college under a separate order and will be installed by the college work force.

"Plans and sketches have been prepared by this office for the following work for the Industrial Chemical Laboratory in West Engineering:

"A. Install emergency exit door in northwest wall.

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- "B. Provide head room clearance at double door entrance for moving equipment into room.
- C. Install utility piping and electrical services necessary for operation of equipment. I recommend that this work be done by the college work force and should be completed in time for the Fall semester.

"The Halecrest Company will complete the patching and paving work on the roads and parking lots during the Spring recess period.

"The architect is awaiting the educational specifications being prepared by the College before beginning work on the plans for the two new buildings and has been meeting with the advisory committees regarding this matter."

Mr. Hughes suggested that Mr. Kleban's Monthly Construction Report be sent to all Trustees.

Mr. L'Hommedieu reported on a telephone conversation he had with Mr. Powell relative to the widening of Woodbridge Avenue. Mr. Powell reported that the application to the Federal Government provided for the moving of the fence without cost to the college; and the golf course architect was going to make a new alignment of the golf course layout which would permit them to operate the nine holes. There have been no recent happenings with respect to the Mill Lane project. There has been no opinion from the County consultant concerning the adjoining land which the college would like to use for athletic fields sometime in the future. The college's interest in this land will continue to be expressed and followed up.

Mr. L'Hommedieu reported on the new maintenance shop set up in Building #216. He said it was a magnificent job of conversion by the maintenance crew under the direction of Mr. Bartone.

PERSONNEL COMMITTEE

Mr. Rowland moved, seconded by Mr. Hughes, the adoption of the following resolution:

"WHEREAS, William W. Holmstrom was appointed by resolution of the Board of Trustees on September 21, 1967, as a Lab Assistant at the salary rate of \$6,500.00 per 12-month year; and

"WHEREAS, said resolution was in error, inasmuch as the employment arrangement with Mr. Holmstrom was that he would be paid \$650.00 per month;

"NOW, THEREFORE, BE IT RESOLVED that the salary of the said William W. Holmstrom be corrected to \$650.00 per month for the period from September 1, 1967, to June 30, 1968."

After discussion, the motion was unanimously carried.

Mr. Rowland moved, seconded by Mr. Hughes, that Miss Carol McCabe be appointed as an instructor in the Business Department for the academic year 1968-69 (10 months) at a salary of \$7,000.00. After discussion, the motion was unanimously carried.

Mr. Rowland moved, seconded by Mr. Klegman, that Mr. Clement Haimowitz be appointed as an Assistant Professor in the Pre-Technical Department for the 1968-69 academic year (10 months) at a salary of \$9,300.00. After discussion, the motion was unanimously carried.

Mr. Rowland moved, seconded by Mr. Hughes, that Mr. Gary Nair be appointed as an instructor in Music for the 1968-69 academic year (10 months) at a salary of \$6,800.00. After discussion, the motion was unanimously carried.

Mr. Rowland moved, seconded by Mr. Hughes, that Miss JoAnne Sweeney be appointed as a Clerk Typist II, at a salary of \$310.00 per month, for the period May 1, 1968 to June 30, 1968. After discussion, the motion was unanimously carried.

President Chambers reported that Dean Reynolds would not be available for reappointment. Dr. Chambers mentioned the many contributions Dean Reynolds has made to the college, particularly in the area of financial aids. He has introduced a number of programs that have been of assistance and service to students. He has developed the Student Personnel Department--Placement, Transfer, Admissions, keeping of records of students, etc. Mr. Klegman said that he shared Dr. Chambers' views. Mr. L'Hommedieu said that Dean Reynolds has made a great contribution to this college and feels sure he has a fine future ahead of him; the college has benefited by his being here.

Mr. Hughes moved, seconded by Mr. Klegman, that an appropriate resolution be made regarding Dean Reynolds' many contributions and his work beyond the course of his regular hours to the college. After discussion, the motion was unanimously carried.

Mr. Rowland moved, seconded by Mr. Hughes, that Mr. William Frederick Foose be appointed Dean of Students for the fiscal year 1968-69 (12 month appointment) effective July 1, 1968, at an annual salary of \$15,000.00. After discussion, the motion was unanimously carried.

Mr. Rowland moved, seconded by Mr. Marchitto that Mr. Joseph Roccasanto be appointed as Supervisor of Security for the balance of the current fiscal year (1967-68), effective May 1, 1968, on a full-time basis at a salary of \$600.00 per month.



In regard to college staffing, Dean Wanty reported that approximately fifteen personnel are needed and he already has ten people who are either appointed or in the process of being appointed. He referred to the organization chart provided the Trustees in accordance with their request at the last meeting. He said he is in the process of appointing a chairman of the Mechanical Technology Department and is seriously considering a man already in the department to chair the Business Department. There are just two key slots to be filled.

#### EDUCATION COMMITTEE

Mr. Rowland reported that the College has received a \$10,000 grant from the Department of Health, Education and Welfare for the six month period beginning April 15, 1968, for the purpose of planning an educational program for technical assistants to be employed in rehabilitation or other helping service programs.

Mr. Rowland reviewed the Admissions Report for September 1968. There are 696 active admits as of April 15, 1968, as compared to 313 April 18, 1967. Applications to date total 2,188, 907 of which are still in process.

For informational purposes Mr. Rowland read a letter from Dean Purtell to Dr. Chambers advising that all out-of-county applicants to the Business or Pre-Technical programs have been notified that any admissions decisions would be withheld until April 1, 1968. After reviewing the month's statistics, she recommended that because applications for Pre-Technical are slow and there are very few from out-of-county, that the college begin accepting out-of-county students to the Pre-Technical program with no residency limitations; and that the Business curriculum be closed to out-of-county students immediately. However, the admissions staff should be permitted to deal with a small number of out-of-county students where it appears special circumstances exist (specifically to some veterans and students whose parents have recently moved to this area as a result of their change of jobs). Also, effective immediately, the Admissions staff can no longer provide educational counseling for applicants who cannot be accepted into any of the full-time programs, but will continue to counsel all marginal applicants. Where it appears that full-time higher education is not appropriate, the applicant will be notified by letter of his rejection and referred to the Evening and Extension Division for further preparatory work, or referred back to his high school counselor for further guidance.

Mr. Rowland directed Trustees' attention to the Career Planning Service Report in their packets, and the Class Profile. He said these were intended for informational purposes to bring the Trustees up to date.

Relative to malpractice insurance for nursing students, Mr. Walsh reported that word has been received from the Travelers Insurance Company that they will pick up nursing students on the college's comprehensive policy, issuing a certificate to each student, at a cost of \$10.30 per student annually. Mr. Walsh further reported that with regard to student insurance, a meeting has been scheduled with Student Personnel people and a recommendation will be made to the President for the Board of Trustees. He also said that he is not ready to make a firm recommendation regarding the student activity fee. He anticipates making a report in June.

Dean Wanty reported that the Teacher Aide program is going forward. Newark State College will provide the instructors and Middlesex County College will provide the accommodations. Currently, the proposal is with the State Department and word is expected from them in the near future.

Mr. L'Hommedieu reported that at the recommendation of Dr. Chambers he has appointed the following individuals as members of the Advisory Committee on Hotel and Restaurant Management:

Mr. Frank Barrett  
Executive Director  
New Jersey Restaurant Assn.

Dr. Miriam K. Brush  
Associate Professor  
Douglass College

Dr. Burr D. Coe  
Superintendent  
Middlesex Co. Voc. & Tech.  
High Schools

Mr. David Hertzson  
Chairman, Hotel Technology Dept.  
New York City Community College

Mrs. Elaine Dickinson  
Commercial Foods Instructor  
Middlesex Co. Voc. & Tech.  
High School - Woodbridge

Mr. W. Donald Horn  
President  
New Jersey Restaurant Assn.

Mrs. Miriam Hughes  
State Supervisor of School  
Lunch  
State Dept. of Education

Mr. Fred Sampson  
Restaurateur

(Mr. Nicholas F. Frigiola and Dr. Myrna P. Crabtree will participate as consultants representing the Vocational Division, State Department of Education.)

The first meeting of the committee will be held on Friday, April 19, on campus.

COMMUNITY AFFAIRS COMMITTEE

Messrs. L'Hommedieu and Rowland commented briefly on the meeting called by Chancellor Dungan of County College Presidents and Boards of Trustees in West Hall on March 30.

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

1. The new publication, PULSE, was mailed to all community businesses with one hundred or more employees, with a letter from Dr. Chambers and a specially designed form listing names of business executives to receive future mailings and comments.
2. A nurse recruitment brochure is being prepared in cooperation with Johnson & Johnson.
3. Arrangements are being made for an Open House on campus, Saturday, May 11. Included will be tours, lectures, demonstrations and sports events. Boards of Education, Superintendents and Principals of Schools will be invited, giving them an opportunity to ask questions regarding the college. Also invited are all of the students who have applied for admission and present students. A special invitation was also sent to all advisory committees.
4. The County League of Women Voters will meet on campus May 14. About 100 will be in attendance.
5. The County Parent-Teachers Association, numbering approximately 200, will meet here on June 11.
6. The County Police School course began April 8.

Dean Wanty reported on the proposal to the State Department of Education for funding an Urban Affairs Committee comprised of people concerned with Urban Affairs problems--a community action plan that the neighborhood itself resolve its own problems. In connection with the disadvantaged the college has made considerable accomplishments; some of the programs are:

Spanish workshop for 40 teachers this summer to give them a knowledge of Spanish in a four-week course.

Pre-Technical Program



Three experts in remedial reading have been appointed for the Pre-Technical program.

Approval has been received for the program for social aides and a director will be appointed shortly for this program.

The CEFUET program is being continued for the purpose of orienting these people to what opportunities are available to them.

Job Horizons Program--training of the mature woman for entry or reentry into the labor market.

Leadership training for community action members.

#### FINANCE COMMITTEE

Mr. Feakes moved, seconded by Mr. Marchitto, that the following changes in tuition rates be adopted, effective July 1, 1968:

- |  |                            |
|--|----------------------------|
| A. In-County students  | - \$12.00 per contact hour |
| B. Students whose tuition is paid directly by an industry or commercial organization located in Middlesex County | - \$12.00 per contact hour |
| C. Out-of-County Students  | - \$24.00 per contact hour |
| D. Out-of-State Students   | - \$48.00 per contact hour |

NOTE: These tuition rates are based upon contact hour rather than credit hour. This procedure continues our present policy of charging part-time tuition by contact hour.

Mr. Feakes reviewed the Bookstore Balance Sheet and Interim Statement of Operations for the nine month period ending March 31, 1968. (Copy filed with papers supporting the Minutes.) Mr. Feakes also reviewed the monthly financial reports. (Copies filed with papers supporting the Minutes.) Mr. Feakes said that next month he will have the April statements and a clearer indication of total commitments for the year with some recommendations for budget transfer to adjust line items.

#### PRESIDENT'S REPORT

At a recent meeting of the Foundation, a preliminary fund raising goal of \$40,000 was set. Mr. Ciotta is working on a brochure and when these materials are ready, it is planned to have an immediate meeting of the Foundation to discuss the implementation of fund raising.

On April 17 President Chambers and Dean Wanty will visit the Oakland, Michigan Community College to review their system of electronic instruction and automated teaching aids.

On April 25 Dr. Spock will speak at the invitation of the Forum Committee. This committee is a student-faculty organization of the college interested in giving everyone an opportunity to express their point of view. This program is not an endorsement on the part of administration and faculty but an expression of points of view.

Mrs. Korchin, faculty member, has been awarded a grant from the National Science Foundation at the University of Berkeley. Mr. Cogan is in California at the present time on a fellowship he received.

The next regular meeting of the Board of Trustees will be held on Tuesday, May 21, 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 11:25 p.m.

*Alice Lake*

ALICE LAKE  
Secretary Pro Tem