

BOARD OF TRUSTEES OF THE MIDDLESEX COUNTY COLLEGE

Minutes of May 21, 1968

A regular meeting of the Board of Trustees of the Middlesex County College was held at 7:45 p.m., May 21, 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 Dr. Chambers and Messrs. Hoffman, Eckert, Ciotta, Hilf, Kleban, Walsh, Wanty, Shindelman, Mrs. Lake, and other members of the public.

Mr. Feakes requested that the Minutes of April 16, 1968, be amended to include the words "part-time" in the motion adopting tuition rates, page 191, under Finance Committee.

Mr. Venezia moved, seconded by Mr. Feakes, that the Minutes of April 16, 1968, be approved as amended. The motion was unanimously carried.

FACILITIES & EQUIPMENT COMMITTEE

Mr. Marchitto reviewed the monthly construction report prepared by the college engineer.

Mr. Marchitto reported the following:

Edison Township has prepared a Master Plan and has designated the land opposite the College property on Mill Road for approximately one half mile as residential-garden apartments. The light industrial zone has been moved back and will act as a buffer zone to the garden apartments and heavy industry further down the road. Mr. Blunt moved, seconded by Mr. Rowland, that the chairman be directed, on behalf of the Board of Trustees, to express approval of the proposed change in the zoning laws whereby garden apartments would be built adjoining the College property on Mill Road and that light industry be moved further away. After discussion, the motion was unanimously carried.

The Committee has recommended the College negotiate a contract with the Civil Defense authorities for use of buildings 118 (North Hall) and 224 (Raritan Hall) as shelters. Mr. Rowland moved, seconded by Mr. Marchitto, that a contract be negotiated with the Civil Defense authorities for their use of North Hall and Raritan Hall as shelters, subject to the inclusion of an amendment whereby the College has the right to determine the amount of storage space they may use. After discussion, the motion was unanimously carried.

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At a meeting of the Finance and Facilities Committees, together with Messrs. Eckert, Kleban and Dr. Chambers, authorization was given to the architect to obtain the necessary State approvals and go to bid for the conversion of East Engineering building into a mechanical technology laboratory. Bids were received this morning. In accordance with the architect's recommendation, bid tabulations will be studied further by his office and the committee.

Mr. Feakes moved, seconded by Mr. Blunt, that a voucher in the amount of \$3,581.82, for engineering work (preparation of plans and specifications, and receipt of bids) for the ventilating work at Raritan Hall, be approved for payment to Vogelbach & Baumann of Scotch Plains. After discussion, the motion was unanimously carried.

Mr. Blunt moved, seconded by Mr. Feakes, that a voucher in the amount of \$21,000.00 on account of architectural fees for the Student Center and Allied Health Buildings, be approved for payment to Eckert & Gatarz, subject to approval of Mr. Walsh upon scrutiny of the contract. After discussion, the motion was unanimously carried.

Mr. Marchitto moved, seconded by Mr. Rowland, that a change order in the amount of \$2,000.00, to be deducted from the original contract price, be approved as a credit for additional work allowance in the Heating & Ventilating Contract for New Buildings between the Board of Trustees and Aerodyne Engineering, Inc., subject to approval of Mr. Walsh. After discussion, the motion was unanimously carried.

Mr. Blunt moved, seconded by Mr. Venezia, that contracts for furnishing janitorial supplies be awarded to the following companies in the amounts listed, said amounts being the lowest combination of prices on the specified supplies among the thirteen bids received on April 22, 1968, whether computed on an item by item or lump sum basis:

Jersey Paper Company New Brunswick, N. J.	\$2,390.00
Mercury Paint & Chemical Co. East Brunswick, N. J.	169.50
Fuller Brush Co. Hartford, Connecticut	58.68
Hansen Paper Company Neptune, N. J.	135.50
Vestal Laboratories St. Louis, Missouri	892.00
W. J. Patten Co. Perth Amboy, N. J.	5,591.98
Royal Manufacturing Co. Perth Amboy, N. J.	99.00

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Janitorial Supply Co.
Wallington, N. J.

\$125.37

Total \$9,462.03

After discussion, the motion was unanimously carried.

Mr. Marchitto moved, seconded by Mr. Rowland, that a contract for furnishing a Ford Twelve-Passenger Club Wagon be awarded to Woodbridge Motors of Woodbridge, New Jersey, at its bid price of \$2,885.98; said price being the lower of two (2) bids received on April 22, 1968. (The other bid, from Landis Ford, was \$2,965.33). After discussion, the motion was unanimously carried.

Mr. Marchitto moved, seconded by Mr. Rowland, that contracts for furnishing chemistry supplies be awarded to the following companies in the amounts listed; said amounts being the lowest combination of prices on the specified equipment among the seven bids received on April 22, 1968, whether computed on an item by item or lump sum basis:

	Eastern Chemical Corporation		
	Pequannock, N. J.	\$	108.00
	Fisher Scientific Company		
	Springfield, N. J.	653.14	
	Ace Scientific Supply Co.		
	Linden, N. J.	102.38	
	Matheson Scientific, Inc.		
	Philadelphia, Pennsylvania	630.55	
	New Jersey Scientific Supply Co.		
	Middlebush, N. J.	778.66	
	Scientific Glass Apparatus Company		
	Edison, N. J.	295.92	
	Alfa Chemicals		
	Beverly, Massachusetts		<u>6.00</u>
	Total	\$2,574.65	

After discussion, the motion was unanimously carried.

Mr. Marchitto moved, seconded by Mr. Feakes, that contracts for furnishing athletic and physical education supplies and equipment be awarded to the following companies in the amounts

listed; said amounts being the lowest combination of prices on the specified equipment among the six bids received on May 2, 1968, whether computed on an item by item or lump sum basis:

Passon's Sports Center, Inc. Philadelphia, Pennsylvania	\$ 35.02
School Health Supply Co. Addison, Illinois	259.92
Solomon's Sports Shop Elizabeth, N. J.	982.25
Champion Products, Inc. Rochester, New York	22.70
Stevens-Blume Sporting Goods Co., Inc. Newburgh, New York	97.13
Total	\$1,397.02

After discussion, the motion was unanimously carried.

Mr. Marchitto moved, seconded by Mr. Blunt, that contracts for furnishing biology equipment be awarded to the following companies in the amounts listed; said amounts being the lowest combination of prices on the specified equipment among the twelve bids received on May 9, 1968, whether computed on an item by item or lump sum basis:

Phipps & Bird, Inc. Richmond, Virginia	\$ 825.00
Central Scientific Co. Mountainside, N. J.	76.50
E. H. Sargent & Company Springfield, N. J.	129.00
Carolina Biological Supply Co. Burlington, North Carolina	447.00
Fisher Scientific Co. Springfield, N. J.	<u>1,913.22</u>
Total	\$3,390.72

After discussion, the motion was unanimously carried.

Mr. Marchitto moved, seconded by Mr. Rowland, that a contract for furnishing draperies in the administration buildings (Center I, II, III, IV), student lounge in the college union, audio visual room, main floor offices and staff lounge in library, and West Hall, be awarded to Novelty Scenic Studios, Inc., of New York, New York, at its total bid price of \$6,915.00; said price being the lowest of the four bids received on May 2, 1968. After discussion, the motion was unanimously carried.

Mr. Marchitto moved, seconded by Mr. Feakes, that contracts for furnishing audio visual equipment be awarded to the following companies in the amounts listed; said amounts being the lowest combination of prices on the specified equipment among the four bids received on May 9, 1968, whether computed on an item by item or lump sum basis:

Garden State Audiovisual Co., Inc. New Brunswick, N. J.	\$ 690.00
John J. Tobler, Inc. Union City, N. J.	1,916.00
Total	<u>\$2,606.00</u>

After discussion, the motion was unanimously carried.

Mr. Marchitto moved, seconded by Mr. Feakes, that contracts for furnishing library equipment be awarded to the following companies in the amounts listed; said amounts being the lowest combination of prices on the specified equipment among the three bids received on May 9, 1968, whether computed on an item by item or lump sum basis:

Goldsmith Brothers New York, New York	\$ 69.00
Harry Strauss & Sons New Brunswick, N. J.	131.25
Total	<u>\$200.25</u>

After discussion, the motion was unanimously carried.

Mr. Marchitto moved, seconded by Mr. Blunt, that contracts for furnishing general office supplies be awarded to the following companies in the amounts listed; with the exception of the Blue Colt Bookstore, which award is subject to approval of counsel, said amounts being the lowest combination of prices on

the specified supplies among the ten bids received on May 2, 1968, whether computed on an item by item or lump sum basis:

Central Paper Company Newark, N. J.	\$ 160.00
Harry Strauss & Sons New Brunswick, N. J.	2,543.02
Standard Paper Co. North Plainfield, N. J.	584.75
J. L. Hammett Co. Union, N. J.	963.42
A. R. Meeker Co. Springfield, N. J.	405.00
Viking Products Co. Delanco, N. J.	1,040.25
Gotham Card & Paper Co. Jersey City, N. J.	464.10
Blue Colt Bookstore Middlesex County College	<u>1,185.59</u>
Total	\$7,346.13

After discussion, the motion was unanimously carried.

Mr. Marchitto moved, seconded by Mr. Rowland, that contracts for furnishing scientific apparatus be awarded to the following companies in the amounts listed; said amounts being the lowest combination of prices on the specified equipment among the five bids received on May 2, 1968, whether computed on an item by item or lump sum basis:

Stansi Scientific Co. Chicago, Illinois	\$2,186.34
Buck Engineering Co., Inc. Farmingdale, N. J.	5,742.00
Central Scientific Co. Mountainside, N. J.	3,506.66

Welch Scientific Corp. New York, New York	\$3,072.57
Macalaster Scientific Corp. Watertown, Massachusetts	<u>334.20</u>
Total	\$14,841.77

After discussion, the motion was unanimously carried.

Mr. Marchitto moved, seconded by Mr. Rowland, that a contract for furnishing one "Yazoo" riding power mower be awarded to the Farmers' Cooperative Association of Trenton, New Jersey, at their bid price of \$1,425.00; said amount being the only bid received on the equipment specified. After discussion, the motion was unanimously carried.

Note: Specifications were sent to nine companies on May 9, 1968; only one sealed bid was received on May 20, 1968.

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The question was asked and answered affirmatively that all purchases approved on May 21, 1968, were within the funds allocated in the budget.

Ventilating equipment for Raritan Hall will be on the agenda of the next meeting of the Board of Trustees.

PERSONNEL COMMITTEE

Mr. Venezia moved, seconded by Mr. Feakes, that the following resignations from non-academic personnel be accepted:

- Mrs. Mary Babrisky, Account Clerk in the Business Office, effective May 31, 1968;
- Mrs. JoAnn Micioni, Part-time Clerk-Typist in the office of Community Services, effective April 30, 1968; and
- Mrs. Irene Holst, Part-time Steno-Typist in the Student Personnel Department, effective April 30, 1968.

After discussion, the motion was unanimously carried.

Mr. Venezia moved, seconded by Mr. Marchitto, that Mr. Thomas J. Regan be appointed Chairman of the Department of Business, Effective September 1, 1968, at a salary for the academic year of \$11,200.00 plus \$600.00 for the duties of Chairman. This resolution supersedes the resolution of March 19, 1968, reappointing Mr. Regan. After discussion, the motion was unanimously carried.

Mr. Venezia moved, seconded by Mr. Feakes, that the following appointments to the academic staff for the ten-month period beginning September 1, 1968, be confirmed at the salaries listed:

Mr. Ronald C. Agnese	-	Instructor, Soc. Sci.	\$7,150.00
Mr. John Arroyo, Jr.	-	" Spanish	7,600.00
Mrs. Lila M. Cohen	-	Assistant Prof., Biology	9,500.00
Mrs. Janet M. Daniels	-	Instructor, Biology	8,300.00
Mr. Ronald B. Krauth	-	" ,Dept. of Mathematics & Physics	7,000.00
Mrs. Barbara D. Lalancette	-	Assistant Prof., Chemistry	8,500.00
Mrs. Marion Levinston	-	Instructor, Art	8,000.00
Mrs. Carolyn J. Maher	-	" Mathematics	8,800.00
Mr. Gerald F. Malloy	-	" Soc. Sci.	7,600.00
Mr. John O. Pautz	-	Assoc. Prof., & Chairman Dept. Mechanical Tech.	12,000.00
Mr. Brian Pollock	-	Instructor, Soc. Sci.	7,600.00
Mr. Norman Poppel	-	Assistant Prof., Psychology	10,000.00
Mr. Robert R. Urbanski	-	Instructor, Mathematics	9,500.00
Miss Virginia Villamil	-	Instructor, Biology	7,200.00

After discussion, the motion was unanimously carried.

Mr. Venezia moved, seconded by Mr. Marchitto, that the following appointment to the academic staff for the twelve-month period beginning July 1, 1968, be confirmed at the salary shown:

Mrs. Ruth E. Whitbeck - Director of Educational Media \$9,000.00

After discussion, the motion was unanimously carried.

Mr. Venezia moved, seconded by Mr. Rowland, that the resignation of Adolph Czaya, Custodian, be accepted effective April 30, 1968. After discussion, the motion was unanimously carried.

Mr. Venezia moved, seconded by Mr. Feakes, that the appointment of Andrew Borsody of North Brunswick, as a custodian, effective May 13, 1968 to June 30, 1968, at a salary of \$377.00 per month, be confirmed. After discussion, the motion was unanimously carried.

Dean Wanty reviewed the Status Report of Administrative and Academic Personnel for 1968-69, and brought it up to date.

EDUCATION COMMITTEE

Mr. Rowland reported on the following:

The dinner he attended honoring those students who made the Deans' List for three semesters.

The visit of Dr. Kirkwood, accreditation representative from Middle States Association. He noted that a complete run-down of the meeting with Dr. Kirkwood, Trustees and the Accreditation Committee had been provided the Trustees. Dr. Chambers was asked to alert the Trustees to the next visit of Dr. Kirkwood. Mr. Shindelman, Chairman of the Faculty Accreditation Committee, was introduced by Dr. Chambers.

The Career Planning Service has provided a large bulletin board in the foyer of Center IV where jobs are posted. The Career Planning Service will be open during the summer for all students who want to discuss and make plans for their future.

The Statistical Report, Spring Term 1968 of the Evening and Extension Division, and the Admissions Report for September 1968 applications.

Mr. Rowland moved, seconded by Mr. Marchitto, that Mr. L. Howard Fox, consultant in the design, construction, and equipping of theatres and stages, be retained as a consultant to the President and the Architect for purposes of planning the theatre in the new college union building; and that the execution of a contract providing for such services, at a cost of \$75.00 a day, with a total cost not to exceed \$1,200.00, be authorized subject to the approval of the Facilities and Equipment Committee and the Attorney. After discussion, the motion was unanimously carried.

Mr. Rowland moved, seconded by Mr. Blunt, that Mr. David Hertzson be retained as a consultant to the President and the Architect in establishing a Hotel and Restaurant curriculum to be located in the new college union building, at a cost to be paid 50% by the college and 50% from the presently available Vocational Education Act grant, not to exceed \$4,500.00; and that a contract incorporating the following scope of services be authorized subject to the approval of the Attorney and the Facilities and Equipment Committee:

- a. To work in conjunction with the Architect, assigned staff and faculty of Middlesex County College to provide functional detail and proper building utilization as a College Union.
- b. To assist in incorporating Hotel and Restaurant curriculum laboratory spaces as part of the food service operation.
- c. To provide layout and design of food service equipment in cafeteria kitchen, dining areas (student and faculty) (Rathskellar-optional) and laboratories, as may be required.

- d. To provide a final floor plan based upon architect's dimensional structural drawings.
- e. To provide bidding specifications for food service equipment in draft form or prepared on the College's format.

In addition to the above are included for the Food Service operation:-

- 1) Menu specifications
- 2) Service and personnel requirements
- 3) Basic area requirements for each functional area

After discussion, the motion was unanimously carried.

Mr. Rowland moved, seconded by Mr. Feakes, that the proposal be accepted of the Travelers Insurance Company to pick up each of the nursing students as named insured on the College Comprehensive General Liability Policy at a cost of \$10.30 annually per student, affording protection to the limits of \$250,000/\$500,000, and collect the premium from each student involved at registration time. After discussion, the motion was unanimously carried.

COMMUNITY AFFAIRS COMMITTEE

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

1. The "Open House" was considered a great success by all with approximately 5,000 people in attendance.
2. Assistance has been given the office of Dean of Faculty in the preparation of a summer school brochure. Special Newspaper promotion is being prepared in conjunction with this program.
3. A report was provided to area hospital administrators of the progress of the County College's health services and the proposed allied health building.
4. A questionnaire was developed by this office and forwarded to sports departments of area newspapers and radio stations for the purpose of providing greater coverage of the College's sports activities.
5. Use of College Facilities by Outside Groups:
 - a. County League of Women Voters - May 14.
 - b. County Parent-Teachers Association - June 11.
 - c. N.J. Educational Secretaries Conference - March 22, 1969.

6. Commencement invitations placed in the mail today. Senator Case to be keynote speaker. A reception for the platform guests will be held at 7 p.m., in the President's home. Following commencement there will be a brief reception for graduates and their guests in West Hall, sponsored by the faculty wives.

Mr. Blunt expressed gratitude on behalf of the Board of Education of the County Vocational Schools for being able to use college facilities for the graduation exercises of their three schools.

FINANCE COMMITTEE

Mr. Feakes reported about concern on the part of this Board of Trustees with respect to the matching capital funds for future building.

President Chambers reported that he had been informed that approved capital funds for the 1967-68 year could be extended beyond June 30 to the extent that 1967-68 capital funds are not committed after June 30, 1968.

With reference to student activity fees, Mr. Feakes referred to Dr. Chambers' memorandum of May 13 and the attached report of Mr. Walsh indicating it is still an early date in the development of the college to make any change in the student activity fee. As time goes on a more active area of student affairs will develop. Dr. Chambers urged that no change be suggested in the amount of the student activity fee. The Board of Trustees concurred with Dr. Chambers' recommendation and no action was taken to change the student activity fee.

Mr. Feakes reviewed the monthly financial report. (Copy filed with papers supporting the Minutes.)

Mr. Feakes moved, seconded by Mr. Blunt, to amend the budget to incorporate unanticipated Federal Grants:

"WHEREAS, subsequent to the preparation and approval of the 1967-8 Current Operating Budget for Middlesex County College, certain amounts of money were granted to the college by the Federal Government to be expended for specific purposes; and

"WHEREAS, in the case of the Audiometric Training Program, income was generated by the operation of the program;

"NOW, THEREFORE, BE IT RESOLVED that both the Revenue and Expenditure sections of the said budget for the 1967-68 fiscal year be amended to include the aforementioned amounts of money as follows:

- a) For the Cefuet Program \$10,479.00
 - b) For the Work-Study Program (beyond the amount originally anticipated) 48,215.00
 - c) Planning Grant for Rehabilitation Humanities Technician 10,000.00.
 - d) Planning Grant (V.E.A.) for Hotel and Restaurant Management Program 23,375.00
 - e) For Nursing Student Loans 9,150.00
 - f) For Audiometric Training Program (tuition received) 3,344.00
- Total \$104,563.00

so that the revised Current Operating Budget, Revenue and Expenditure totals, without regard to balances available for special projects from prior years, shall be \$2,642,525.00."

After discussion, the motion was unanimously carried.

Mr. Feakes moved, seconded by Mr. Marchitto, the following resolution to incorporate line account transfers:

"WHEREAS, funds in the 1967-68 Current Operating Budget of the Middlesex County College were allocated to specific items at the time of preparation of the budget in November of 1966; and

"WHEREAS, experience gained through the operation of the College during said fiscal year to date has indicated that the allocations should be somewhat different than originally anticipated:

"NOW, THEREFORE, BE IT RESOLVED that the following line account transfers, (on the attached two pages), having no effect on the overall budget total, be approved."

After discussion, the motion was unanimously carried.

Mr. Feakes moved, seconded by Mr. Marchitto, the following resolution to provide for a decrease in student activity fee collections:

"WHEREAS, the 1967-8 Current Operating Budget for Middlesex County College, originally anticipated at \$2,537,962.00 and subsequently amended to \$2,642,525.00, included an amount of \$58,212.00 for Student Activity Fees; and

"WHEREAS, the amount actually collected for said fees was \$50,260.00, a difference of \$7,952.00;

"NOW, THEREFORE, BE IT RESOLVED that the appropriate line items in both the Revenue and Expenditure Sections of the said budget be reduced by \$7,952.00 and the total budget reduced to \$2,634,573.00."

After discussion, the motion was unanimously carried.

MIDDLESEX COUNTY COLLEGE FOUNDATION

Mr. Venezia reported that it is planned to release the brochure in another month or so. A few contributions have been received within the last month. He urged Trustees to "sell" the Foundation wherever and whenever they can.

PRESIDENT'S REPORT

Dr. Chambers reported the following:

A meeting will be held on campus June 12 and 13 of some of the administrative staffs and faculty representatives of the community colleges in New Jersey, and approximately six consultants from over the nation. They will establish certain approaches to writing regulations for governance of these colleges. The meeting will be held under the auspices of twelve colleges and each will be contributing not more than \$400 toward the expense of the meeting.

The Council of Community Colleges will be meeting on June 14 and Mr. L'Hommedieu, as Vice Chairman of the Council, will be in attendance that day. The Council meets approximately twice a year on any important items concerning community colleges or any recommendations and suggestions to go to the Board of Higher Education and Chancellor.

The College recently received a scholarship from the Middlesex County Council of Parents and Teachers.

A place mat, designed by Mr. Ciotta for campus affairs, was shown.

"Higher Education in New Jersey: A Facilities Plan", a brochure distributed by the Department of Higher Education was discussed. Dr. Chambers asked that remarks on this brochure be directed to either the Chairman of this Board of Trustees or himself.

Dean Wanty reported that one of the faculty members has developed an interest in Gerontology and has submitted a proposal for consideration. This summer she will be provided with an office and telephone for the establishment of an information center for elderly and retired people, where they can call and get information they need (Social Security benefits, etc.). In the fall, the retired people themselves will man this center during the day when the College is open. This same faculty member is so keen on this subject that she has offered to teach a course without salary that will prepare people for retirement.

The next regular meeting of the Board of Trustees will be held on Tuesday, June 18, 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 10:55 p.m.

ROBERT R. BLUNT
Secretary