

BOARD OF TRUSTEES OF THE MIDDLESEX COUNTY COLLEGE

Minutes of June 18, 1968

A regular meeting of the Board of Trustees of the Middlesex County College was held at 7:45 p.m., June 18, 1968, in the Board room on the College campus. Members present were Mrs. Carman and Messrs. Blunt, Feakes, Hughes, Klegman, L'Hommedieu, Marchitto, Rowland and Venezia. Also present were Dr. Chambers and Messrs. Hoffman, Eckert, Ciotta, Hilf, Walsh, Wanty, Miss Samsel, Mrs. Lake, and other members of the public.

Since there was one dissention to the motion awarding contracts for general office supplies, pages 197 and 198, Mr. Feakes requested the deletion of the word "unanimously" in reference to the motion being carried (pg. 198).

Mr. Feakes moved, seconded by Mr. Blunt, that the Minutes of May 21, 1968, be approved as amended. The motion was unanimously carried.

FACILITIES AND EQUIPMENT COMMITTEE

Mr. Marchitto reported the following:

After final inspection, the landscape architect in a letter dated May 22, notified Mr. Eckert of a great deal of unsatisfactory work performed by Mercer in the sodding and seeding phases of the site work under Halecrest's contract. It appears they will be requested to redo that which is unsatisfactory. Also attached to Mr. Eckert's letter was a copy of letter sent to Vince Landscape Contractors, dated May 22, with reference to replacement of shrubs.

The College engineer has written to Mr. Eckert regarding punch list items that require attention.

Mr. Marchitto moved, seconded by Mr. Rowland, that all bids on steel work for the renovation of Building #141, received on May 21, 1968, be rejected, on recommendation of attorney, because M & J Marine Fabricators (low bidder) was not prequalified by the State; and that the action of the Director of Administrative Services in advertising for new bids to be received June 18, 1968, be ratified. After discussion, the motion was unanimously carried.

Mr. Marchitto moved, seconded by Mr. Rowland, that contracts be awarded for the renovation of Building #141 in four categories, to the lowest bidder in each case among all those bidding on May 21, 1968, as follows:

A. General Construction

L. Indri Construction Company
Highland Park, New Jersey

| | |
|---|-------------------|
| Base Bid | \$75,100.00 |
| Alternate #1 | + 2,400.00 |
| Alternate #2 | + 2,000.00 |
| Alternate #3 | + 8,480.00 |
| Eliminate concrete posts for redwood screen | (600.00) |
| Eliminate redwood screen | <u>(3,540.00)</u> |

Net Total \$83,840.00

B. Plumbing:

The McGowan-McLean Corporation
Middletown, New Jersey

| | |
|--------------|-----------------|
| Base Bid | \$19,726.00 |
| Alternate #2 | <u>(600.00)</u> |

Net Total \$19,126.00

C. Heating, Ventilating, and Air Conditioning:

Boro Plumbing & Heating Company
South River, New Jersey

| | |
|----------|-------------|
| Base Bid | \$68,228.00 |
|----------|-------------|

D. Electrical Work:

Hi-Li Electric Company, Inc.
Perth Amboy, New Jersey

| | |
|----------|-------------|
| Base Bid | \$37,800.00 |
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E. Steel Work:

John Maltese Iron Works
New Brunswick, New Jersey

| | |
|---|-------------|
| Lump sum bid | \$ 5,452.00 |
| (Lower of the two bids received on June 18, 1968.) | |

TOTAL \$214,446.00

After discussion, the motion was unanimously carried.

Mr. Marchitto moved, seconded by Mr. Rowland, that a final payment in the amount of \$24,966.00 to Aerodyne Engineering on account of its contract with the Board of Trustees for Heating and Ventilating work on the new buildings project be authorized, subject to approval of the President, Architect, and College Engineer. After discussion, the motion was unanimously carried.

A resolution for final payment to Metalab Equipment Company on their contract with the Board of Trustees for fixed equipment in the new buildings project was discussed. No action was taken and it will be placed on the agenda of the next meeting.

Mr. Blunt moved, seconded by Mr. Marchitto, that the low bid of Blue Colt Bookstore (Minutes of May 21, 1967, resolution on general office supplies, pages 197 and 198) be refused on the advice of counsel because of a possible conflict of interest, and that the Board of Trustees not now or in the future accept bids from the Blue Colt Bookstore. After discussion, the motion was unanimously carried.

Mr. Marchitto moved, seconded by Mr. Venezia, that the resolution awarding contracts for general office supplies, totaling \$7,346.13 (pages 197 and 198, Minutes of May 21, 1968) be voided and the following resolution, including some additional items, be adopted:

"That contracts for furnishing general office supplies for 1968-69 be awarded to the following companies in the amounts listed, said amounts representing the lowest acceptable bids on an item by item basis among all bids received on May 2, 1968:

Central Paper Company
Newark, New Jersey \$160.00

Harry Strauss & Sons
New Brunswick, New Jersey 4,206.36

Standard Paper Company
North Plainfield, New Jersey 2,115.35

Gotham Card & Paper Co., Inc.
Jersey City, New Jersey 464.10

Kimber Business Machines Co.
New Brunswick, New Jersey 2,751.00

J. L. Hammett Company
Union, New Jersey 982.86

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| | |
|---|-----------|
| A. R. Meeker Company Springfield, New Jersey | \$ 405.00 |
|---|-----------|

| | |
|--|-----------------|
| Viking Products Company Delanco, New Jersey | <u>1,775.25</u> |
|--|-----------------|

| | |
|-------|----------------------|
| Total | <u>\$12,859.92 "</u> |
|-------|----------------------|

After discussion, the motion was unanimously carried

Mr. Marchitto moved, seconded by Mr. Rowland, that contracts for furnishing electrical technology 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 June 11, 1968, whether computed on an item by item or lump sum basis:

| | |
|---|-----------|
| William Electronic Supply Edison, New Jersey | \$ 264.55 |
|---|-----------|

| | |
|---|----------|
| G. Curtis Engel & Associates, Inc. Ridgewood, New Jersey | 1,695.00 |
|---|----------|

| | |
|--|------------------|
| Hewlett-Packard Company Paramus, New Jersey | <u>10,190.00</u> |
|--|------------------|

| | |
|-------|--------------------|
| Total | <u>\$12,149.55</u> |
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After discussion, the motion was unanimously carried.

Mr. Marchitto moved, seconded by Mr. Blunt, that contracts for furnishing athletic 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 ten bids received on June 11, 1968, whether computed on an item by item or lump sum basis:

| | |
|--|-----------|
| Monsanto Company New York, New York | \$ 325.58 |
|--|-----------|

| | |
|--|----------|
| Solomon's, Inc. Elizabeth, New Jersey | 1,014.75 |
|--|----------|

| | |
|---|--------|
| Sea Lawn Products Company Long Beach, L.I., New York | 467.65 |
|---|--------|

| | |
|--|--------|
| Huber Allied, Inc. New York, New York | 198.90 |
|--|--------|

| | |
|--|-----------------|
| Olympic-Resilite Products Valley Stream, L.I., New York | <u>2,499.00</u> |
|--|-----------------|

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| Total | <u>\$4,505.88</u> |
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After discussion, the motion was unanimously carried.

Mr. Marchitto moved, seconded by Mr. Hughes, that contracts for furnishing Mechanical Technology 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 seventeen bids received on June 11, 1968, whether computed on an item by item or lump sum basis:

| | | |
|-----|--|---------------------------|
| 77. | Reiner Machinery Corporation New Hyde Park, New York | \$27,787.35 |
| 78. | X-Ray Industrial Distributors Clifton, New Jersey | 2,034.00 |
| 79. | Ehrenreich Photo-Optical Industries, Inc. Garden City, L.I., New York | 1,637.00 |
| 80. | Alina Corporation Plainview, L.I., New York | 96.00 |
| 81. | Adolph I. Buehler, Inc. Evanston, Illinois | 10,617.90 |
| 82. | Brodhead-Garrett Company Cleveland, Ohio | 1,022.50 |
| 83. | Wallace Machine Tool Co., Inc. Teterboro, New Jersey | 3,181.65 |
| 84. | Tinius Olsen Testing Machine Company Willow Grove, Pennsylvania | 20,517.00 |
| 85. | American Chain and Cable Co., Inc. Bridgeport, Connecticut | 4,800.00 |
| | E. H. Sargent and Company Springfield, New Jersey | 15.38 |
| | DoAll New Jersey Company, Inc. Union, New Jersey | <u>1,196.00</u> |
| | Total | <u>\$72,684.78</u> |

After discussion, the motion was unanimously carried.

Mr. Marchitto moved, seconded by Mr. Blunt, that contracts for furnishing chemistry 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 and supplies among the nine bids received on May 9, 1968; whether computed on an item by item or lump sum basis:

| | |
|--|---------------------------|
| Jewell Optical Company Bloomfield, New Jersey | \$11.70 |
| Welch Scientific Company Skokie, Illinois | 869.03 |
| Scientific Glass Apparatus Company Bloomfield, New Jersey | 212.80 |
| Matheson Scientific, Inc. Philadelphia, Pennsylvania | 5,116.94 |
| Arthur H. Thomas Company Philadelphia, Pennsylvania | 155.00 |
| Fisher Scientific Company Springfield, New Jersey | 2,514.07 |
| New Jersey Scientific Supply Co., Inc. Middlebush, New Jersey | 1,144.99 |
| LaPine Scientific Company Irvington, New York | 375.30 |
| Total | <u>\$10,399.83</u> |

After discussion, the motion was unanimously carried.

Mr. Marchitto moved, seconded by Mr. Rowland, that contracts for furnishing data processing center 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 June 11, 1968; whether computed on an item by item or lump sum basis:

| | |
|---|--------------------------|
| Uarco Business Forms Orange, New Jersey | \$2,264.55 |
| Systems Manufacturing Corporation Binghamton, New York | 91.00 |
| Wright Line Montclair, New Jersey | <u>1,880.10</u> |
| Total | <u>\$4,235.65</u> |

After discussion, the motion was unanimously carried.

Mr. Marchitto moved, seconded by Mr. Blunt, that a contract for furnishing air conditioning equipment be awarded to Gabowitz Radio & T.V. of New Brunswick, New Jersey, at a cost of \$1,180.00; said amount being the lowest bid among the four bids received on the specified equipment on June 11, 1968. After discussion, the motion was unanimously carried.

Mr. Marchitto moved, seconded by Mr. Rowland, that contracts for furnishing furniture 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 thirteen bids received on June 11, 1968; whether computed on an item by item or lump sum basis:

| | |
|--|--------------------|
| Brenner Desk Company Newark, New Jersey | \$1,152.00 |
| Boise Audio Visual Products Company Scotch Plains, New Jersey | 349.50 |
| Patten's Office Furniture Co., Inc. Perth Amboy, New Jersey | 2,502.70 |
| Pitney-Bowes, Inc. Trenton, New Jersey | 4,362.50 |
| Herbert L. Farkas Company Newark, New Jersey | 1,340.00 |
| Kimber Business Machines Company North Brunswick, New Jersey | 14,737.45 |
| Dynamic Office Equipment, Inc. Trenton, New Jersey | 2,779.80 |
| Colonial Office Furniture Company Newark, New Jersey | 888.00 |
| Valentine's, Inc. Trenton, New Jersey | 1,056.00 |
| Jersey Typewriter Service New Brunswick, New Jersey | 122.34 |
| Business Furniture, Inc. Elizabeth, New Jersey | 243.40 |
| Total | \$28,533.69 |

After discussion, the motion was unanimously carried.

Mr. Marchitto moved, seconded by Mr. Blunt, that a voucher in the amount of \$5,080.00, payment No. 2 of the architect's fee on Building #141, be approved for payment to Eckert & Gatarz. After discussion, the motion was unanimously carried.

The question was asked and answered affirmatively that all purchases approved on June 18, 1968, were within the funds allocated in the budget.

Mr. Rowland moved, seconded by Mr. Hughes, that a new set of specifications and proposal be prepared to receive bids on ventilation work in Raritan Hall (Building #224). After discussion, the motion was unanimously carried.

Mr. Marchitto moved, seconded by Mr. Rowland, on the basis of the report of the consulting engineer, Vogelbach & Baumann, and the recommendation of the College Engineer and Architect, that the architect be authorized to proceed with electric heat for the two new buildings. After discussion, the motion was unanimously carried.

Dr. Chambers reported recurrent problems on the underground electrical lines. Mr. Marchitto was directed to instruct Mr. Kleban, College Engineer, to make a study of the system to determine what measures should be taken.

Mr. Feakes moved, seconded by Mr. Blunt, that the action of President Frank M. Chambers in signing an application to the Federal Government for a grant of \$629,400 for the construction of nurse training facilities, pursuant to Title VIII, Public Health Service Act, and in filing said application on June 10, 1968, be ratified. After discussion, the motion was unanimously carried.

PERSONNEL COMMITTEE

Mr. Venezia moved, seconded by Mr. Feakes, that the following member of the academic staff be reappointed for the period from September 1, 1968, to June 30, 1969, at the salary shown:

Mr. Dale H. Lau - Instructor, Business - \$8,500.00

After discussion, the motion was unanimously carried.

Mr. Venezia moved, seconded by Mr. Marchitto, that the following named persons be appointed to the faculty for the period from September 1, 1968, to June 30, 1969, at the respective salaries shown:

| | | |
|----------------------|--------------------------|-------------|
| Hortense S. Anderson | Instructor, Nurse Educa. | \$ 8,000.00 |
| David B. Beyer | " Elec. Tech. | 9,500.00 |
| Lloyd Kalugin | Assist. Prof., Business | 10,000.00 |
| Eric I. Kulp | " " | 10,500.00 |

| | | |
|------------------------|---|-------------|
| Alexander Langfelder | Instructor, Business | \$ 9,500.00 |
| Karoly Nagy | Assoc. Prof., Coordinator of Rehabilitation Humanities Technician Program | 10,100.00 |
| James T. Sleeper | Instructor, Biology | 8,000.00 |
| Juanita T. Southerland | Assist. Prof., Business | 9,700.00 |
| Leo E. Spencer | " " Biology | 9,200.00 |
| Charles Tornatore | Instructor, Business | 8,100.00 |

After discussion, the motion was unanimously carried.

Mr. Venezia moved, seconded by Mr. Rowland, that the re-appointment to the faculty of the following named persons for the 1968-69 year be rescinded at the request of the individuals involved:

| | |
|-------------------------|-------------|
| Frederick J. Bednarek | \$10,500.00 |
| Katherine Korell | 6,800.00 |
| Sara A. Pfaffenroth | 7,600.00 |
| Bernardine M. Cayanaugh | 8,110.00 |
| William B. Kingkade | 11,770.00 |
| Dominick S. Orefice | 9,500.00 |
| Eileen C. Boardman | 7,260.00 |
| George M. Demko | 7,600.00 |
| Richard B. Flynn | 11,000.00 |
| John R. Shurstedt | 8,700.00 |

After discussion, the motion was unanimously carried.

Mr. Venezia moved, seconded by Mr. Rowland, that the resignation of Mr. John R. Suhrstedt, effective May 31, 1968, be accepted. After discussion, the motion was unanimously carried.

Mr. Venezia moved, seconded by Mr. Hughes, that an adjustment in the salary and title of Mr. John J. Cogan, recommended by the President and the Dean of Faculty, be approved for 1968-69, from Assistant Professor, Director of Evening and Extension Division at a salary of \$11,500.00 to Instructor, Assistant Director of Evening and Extension Division, at a salary of \$10,800.00 (12 month basis). After discussion, the motion was unanimously carried.

Mr. Venezia moved, seconded by Mr. Blunt, that an adjustment in the salary and title of Mr. John Dineen, recommended by the President and the Dean of Faculty, be approved for 1968-69, from Assistant Professor in the Electrical Technology Department at a salary of \$11,220.00, (10 month basis), to Assistant Professor, Director of the Computer Center and Chairman of the Computer Technology Department, at a salary of \$11,400.00, plus \$600.00 for Chairman, and additional \$2,000.00 for planning and development of the Center. After discussion, the motion was unanimously carried.

Mr. Venezia moved, seconded by Mr. Klegman, that an adjustment in the salary of Mr. Gordon Harrower, Jr., recommended by the President and the Dean of Faculty, be approved for 1968-69, from Instructor, Counselor in the Admissions Department at a salary of \$8,600.00, to the same title and duties at a salary of \$9,000.00 (12 month basis). After discussion, the motion was unanimously carried.

Mr. Venezia moved, seconded by Mr. Marchitto, that the following adjustments in salaries and/or titles, recommended by the President and the Dean of Faculty, be approved for 1968-69:

Mr. Irving Elan, from Associate Professor and Chairman, Division of Humanities, Social Science and Business, at a salary of \$13,000.00, to the same title and duties at a salary of \$13,500.00 (12 month basis).

Mr. Thomas C. Feehan, from Instructor in the Business Department at a salary of \$7,280.00, to the same title and duties at a salary of \$7,500.00 (10 month basis).

Mr. Charles Oxman, from Assistant Professor in the Chemistry Department at a salary of \$9,470.00, to the same title and duties at a salary of \$9,700.00 (10 month basis).

Mr. John J. Bakum, from Instructor in the Electrical Technology Department at a salary of \$9,200.00, to the same title and duties at a salary of \$9,350.00 (10 month basis).

Mr. Paul Petrella, from Assistant Professor in the Chemical Technology Department at a salary of \$10,600.00, to the same title and duties at a salary of \$10,890.00 (10 month basis).

Mr. Peter S. Herrington, from Instructor in the Biology Department at a salary of \$8,830.00, to the same title and duties at a salary of \$9,100.00 (10 month basis).

Mrs. Jane R. Hegyi, from Instructor in the Biology Department at a salary of \$7,120.00, to the same title and duties at a salary of \$7,500.00 (10 month basis).

Miss Doris A. Geyer, from Instructor in the Nurse Education Department at a salary of \$8,250.00, to Assistant Professor in the same Department at a salary of \$8,750.00 (10 month basis).

Mr. Eric Hepburn, from Assistant Professor and Chairman of the Department of Foreign Languages at a salary of \$8,800.00, to the same title and duties at a salary of \$8,960.00 (10 month basis).

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Mr. William W. Holmstrom, from Laboratory Assistant - Class I, in the Electrical Technology Department at a salary of \$6,500.00 (10 month basis), to Laboratory Coordinator at a salary of \$7,800.00 (12 month basis).

Mr. Merlen K. Ward, from Assistant Registrar with the rank of Instructor in the Student Personnel Services Department at a salary of \$9,100.00, to the same title and duties at a salary of \$9,350.00 (12 month basis).

Mrs. Eunice Liberson, from Associate Professor in the Biology Department at a salary of \$11,132.00, to Coordinator Laboratory Technician Curriculum and Associate Professor in the Biology Department at a salary of \$11,432.00 (10 month basis).

After discussion, the motion was unanimously carried.

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

- 9/1/68 - Miss Margaret Gariepy, from Instructor to Assist. Prof.
- 9/1/68 - Mrs. Jean M. Buckley, from Instructor to Assistant Prof.

Mr. Venezia moved, seconded by Mr. Rowland, that the resignation of Miss Gloria Manello, Steno-Typist I in the Community Services Department, effective June 30, 1968, be accepted. After discussion, the motion was unanimously carried.

Mr. Venezia moved, seconded by Mr. Rowland, that the following resolutions be approved:

That the classification of Mrs. Blanche Godlewski be changed from Clerk-Typist I to Steno-Typist II, at no change in salary, effective July 1, 1968.

That Miss Sharon Johnston be appointed as a Steno-Typist II in the Business Office at a salary of \$4,719.00 annually, effective July 1, 1968.

That Miss Paula Kukich be appointed as a Steno-Typist II in the Community Services Department at an annual salary of \$4,924.00, effective June 17, 1968.

That Mr. Joseph Roccasanto be reappointed as Supervisor of Security for the 1968-69 fiscal year at an annual salary of \$7,200.00 (12 month basis).

After discussion, the motion was unanimously carried.

Mr. Venezia moved, seconded by Mr. Rowland, that the following non-academic employees be reappointed for the period from July 1, 1968 to June 30, 1969, at the respective salaries shown:

| | | |
|--------------------|------------|------------------|
| Miss JoAnne Sweeny | \$3,723.00 | (12 month basis) |
| Mrs. Thelma Allen | 4,095.00 | " " " |
| Mr. Joseph Janco | 4,309.00 | " " " |
| Mr. Andrew Borsody | 4,524.00 | " " " |

After discussion, the motion was unanimously carried.

Mr. Venezia moved, seconded by Mr. Hughes, that the following resolutions be approved:

That Marianne J. Delzatto be appointed as Laboratory Assistant, Class II, at an annual salary of \$5,800.00, effective July 1, 1968 (12 month basis).

That Mrs. Regina M. Bergen be appointed as Steno-Typist II in the Business Office at an annual salary of \$4,104.00, effective July 1, 1968 (12 month basis).

That the employment basis of Antoinette B. Luzack, established by resolution in March of 1968 as twelve months, be changed to ten months with a corresponding reduction of one-sixth in the annual salary.

After discussion, the motion was unanimously carried.

Mr. Venezia moved, seconded by Mr. Feakes, that the appointment of the attached list of summer school faculty appointments be confirmed with salaries to be paid according to the number of hours of teaching at the established rate. The dollar amounts will be ratified later after they can be determined. After discussion, the motion was unanimously carried.

Mr. Venezia moved, seconded by Mr. Rowland, that the following summer appointments be confirmed:

| | | | |
|-------------------|--------------------|--------------------|-------------------|
| John Bakum | Lab Development | 7/22/68 to 8/23/68 | \$ 850.00 |
| Harold Douglas | Accreditation Cte. | 6/24/68 to 8/1/68 | 1,260.00 |
| Virginia Filardi | " " " | 6/24/68 to 8/1/68 | 1,260.00 |
| Jerome Shindelman | " " " | 6/24/68 to 8/1/68 | 1,260.00 |
| Thomas Regan | Bus.Dept.Develop. | 7/1/68 to 7/31/68 | <u>1,030.00</u> |
| Total | | | <u>\$5,660.00</u> |

After discussion, the motion was unanimously carried.

Mr. Venezia moved, seconded by Mr. Rowland, that the resignation of Mr. John J. Cogan, Assistant Director of Evening and Extension Division, effective August 31, 1968, be accepted. After discussion, the motion was unanimously carried.

Mr. Venezia reviewed the Status Report of Administrative and Academic Personnel for 1968-69 as of June 18, 1968. He said he was satisfied the items are within the budget items for the coming year.

Mr. Venezia moved, seconded by Mr. Blunt, the adoption of extra pay for coaching as recommended by President Chambers for the 1968-69 year (copy attached). The funds for payment of this come out of student activity fees. After discussion, the motion was unanimously carried.

EDUCATION COMMITTEE

Mr. Rowland reviewed the Admissions Report. He also distributed a detailed resume of where the graduates have gone up to this point.

COMMUNITY AFFAIRS COMMITTEE

Mr. Klegman asked that additional comments on the proposed revision of the Bylaws be sent to him.

Mr. Klegman reported the following:

The first graduation of the Police Training Class will be held in the Physical Education building tonight.

The second copy of the Business and Industrial Newsletter is being developed and will be mailed to some 200 businesses in the county employing 100 or more persons.

Mr. Venezia reported that the Foundation brochure is expected from the printer this week. A meeting will be held shortly thereafter and plans made to mail to all industries.

FINANCE COMMITTEE

Mr. Feakes moved, seconded by Mr. Blunt, the following resolution:

WHEREAS, the 1968-69 Current Operating Budget for educational and general purposes, totalling \$3,139,024.00 was allocated to specific line items in November 1967, based on the organizational structure and number of departments then in effect; and

WHEREAS, subsequent changes in the organizational structure and the creation of new departments between November of 1967 and this date have made this allocation obsolete;

NOW, THEREFORE, BE IT RESOLVED that the following line item transfers in the 1968-69 Current Operating Budget for educational and general purposes, having no effect on the overall total of the budget, be approved:

| <u>FROM</u> | <u>TO</u> |
|--|--|
| President's Office Non-Academic Salaries | President's Office Academic Salaries |
| \$ 36.00 | \$ 102.00 |
| Accreditation Expenses | Registrar's Office |
| 3.00 | |
| Business Off. Academic Salaries | Academic Salaries |
| 63.00 | 300.00 |
| Dean Of Students Academic Salaries | Health Technology Div. Head Academic Salary |
| 14,000.00 | 15,000.00 |
| Dean of Students Non-Academic Salaries | Rehabilitation Technology Dept. Academic Salaries |
| 4,268.00 | 18,000.00 |
| Admissions Dept. Non-Academic Salaries | Nursing Dept. Academic Salaries |
| 4,471.00 | 10,000.00 |
| Placement - Academic Salaries | Engineering and Technologies Div. Head Academic Salary |
| 420.00 | 13,000.00 |
| Dean of Instruction Academic Salaries | Elec. Tech. Non-Academic Salaries |
| 1,000.00 | 800.00 |
| Chem. Tech. Dept. Academic Salaries | Mech. Tech. Academic Salaries |
| 8,000.00 | 2,000.00 |
| Elec. Tech. Dept. Academic Salaries | Pre-Tech. Academic Salaries |
| 17,000.00 | 1,500.00 |
| Elec. Tech. Dept. Adjunct Salaries | Humanities & Social Sci. Div. Head Academic Salary |
| 1,000.00 | 13,500.00 |
| English Dept. Academic Salaries | Social Sci. Academic Salaries |
| 3,000.00 | 1,000.00 |
| English Dept. Adjunct Salaries | Biology Dept. Academic Salaries |
| 10,000.00 | 6,000.00 |
| Social Science Adjunct Salaries | Math. & Physics Dept. Academic Salaries |
| 1,000.00 | 16,000.00 |
| Foreign Language Dept. Academic Salaries | Computer Tech. Dept. Academic Salaries |
| 5,000.00 | 2,000.00 |
| Foreign Language Dept. Adjunct Salaries | Computer Tech. Dept. Non-Acad. Salaries |
| 1,000.00 | 1,250.00 |
| Chem. Dept. Academic Salaries | Travel Expense-Computer Tech. Dept. |
| 12,000.00 | 500.00 |
| Biology Dept. Work-Study Salaries | |
| 500.00 | |
| Health & Phys. Educa. Academic Salaries | |
| 691.00 | |
| Bus. Dept. Academic Salaries | |
| 2,000.00 | |
| Computer Tech. Dept. Supplies | |
| 500.00 | |
| Job Horizons Dept.-Academic Salaries | |
| 800.00 | |
| Library - Academic Salaries | |
| 14,200.00 | |
| <u>Total</u> | <u>Total</u> |
| <u>\$100,952.00</u> | <u>\$100,952.00</u> |

Mr. Feakes moved, seconded by Mr. Blunt, that the Schenck Agency of Metuchen be designated as the agent, and the Connecticut General Insurance Company as the carrier, for student accident and health insurance to be sold to all full-time students pursuant to College policy for the 1968-69 academic year; and

That the purchase of accident insurance from the Connecticut General Insurance Company through the Schenck Agency of Metuchen, at \$7.00 per year for accident coverage by all full-time students at Middlesex County College in the 1968-69 academic year be made mandatory; and that the purchase of health insurance at \$17.00 per year be made optional.

After discussion, the motion was unanimously carried.

EXPLANATORY NOTE: The package to be offered is a \$500.00 limit blanket unscheduled accident and health policy with no deductible and no co-insurance provision on the accident portion and with first-visit deductible and no co-insurance on the health portion. Premiums are \$7.00 for accident and \$17.00 for health. This plan has been judged by the Business Office to be the most advantageous to the students from among five proposals submitted through five different local agencies.

Mr. Feakes moved, seconded by Mr. Marchitto, that the Purchasing Procedure adopted by resolution of the Board of Trustees on December 20, 1966, be revised to read as shown on the attached sheets. (Purchasing Procedure, June 18, 1968; and Imprest Fund for Disbursements Less than \$50, June 18, 1968, attached). After discussion, the motion was unanimously carried.

EXPLANATORY NOTE: The basic change in the Purchasing Procedure is to differentiate between purchases of less than \$50.00 and those of more than \$50.00. To improve efficiency, it is proposed to handle small purchases through an Imprest Fund, avoid the use of a standard 8-copy purchase order, summarize them monthly, and post them in summary monthly. This will greatly improve efficiency and lower costs considerably.

Mr. Feakes moved, seconded by Mr. Marchitto, that the opening of four additional checking accounts be authorized, for the purposes and with signatories as follows:

| <u>NAME OF FUND</u> | <u>PURPOSE</u> | <u>SIGNATURE</u> |
|---------------------|---|---|
| 1. Capital Fund | This account will maintain appropriated income and expenditures and reimbursements for all non-federal capital items. | Treasurer or President or Director of Administrative Services |

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(Cont'd)

| <u>NAME OF FUND</u> | <u>PURPOSE</u> | <u>SIGNATURE</u> |
|---|---|---|
| 2. Student Activities Fund (regarding clubs and social activities). | This account will be used for the student activities area for social events, trips, clubs, etc. | Coordinator of Student Activities and President Treasurer or Director of Administrative Services Dean of Students (two required) |
| 3. Student Inter-Collegiate Activities Fund | To be used for intramural and intercollegiate sporting events. | Coordinator of Intercollegiate Activities Dean of Students or Director of Administrative Services President Treasurer (two required) |
| 4. Imprest Checking Fund. | This would be created in order to pay for purchases in amounts less than \$50. This fund would be reimbursed and summarized on a monthly basis. Amount \$2,000. | Director of Administrative Services or Assist. Director of Administrative Services or President or Treasurer |
| 1. Capital Fund | | First Bank & Trust Company |
| 2. Student Activities Fund | | Edison Bank |
| 3. Student Intercollegiate Activities Fund | | " " |
| 4. Imprest Checking Fund | | " " |

After discussion, the motion was unanimously carried.

EXPLANATORY NOTE: The purposes of this resolution are to (1) separate capital funds from current in order to maintain a better control on State claims; (2) segregate student activity and intercollegiate athletic funds, which are treated as trust items, from the current fund; and (3) to implement the proposed new Purchasing Procedure.

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

Mr. Feakes reported that the special audit, "Report Upon Special Examination of Plant Funds from Inception to June 30, 1967" by Lloyd A. Cestare, has been completed and a copy provided to each Trustee. Mr. Feakes reviewed the report and read the recommendations and certification of the auditor.

PRESIDENT'S REPORT

Dr. Chambers reported that a conference on state regulations governing higher education will be held on campus July 12 and 13. Representatives of all colleges in the State, members of the State Department of Higher Education, and nationwide consultants will be in attendance. The goal of the workshop is the development of a comprehensive set of recommendations with respect to relationships between the state and county colleges.

. . .

The next regular meeting of the Board of Trustees will be held on Tuesday, July 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 11:45 p.m.

ROBERT R. BLUNT
Secretary