

BOARD OF TRUSTEES OF THE MIDDLESEX COUNTY COLLEGE

Minutes of July 16, 1968

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

Mr. L'Hommedieu requested that the Minutes of June 18, 1968, be amended to include the date, May 28, 1968, of the attachment regarding extra pay for coaching (page 219, third paragraph).

Mr. Venezia moved, seconded by Mr. Feakes, that the Minutes of June 18, 1968, be approved as amended. The motion was unanimously carried.

FACILITIES AND EQUIPMENT COMMITTEE

Mr. Marchitto moved, seconded by Mr. Feakes, to ratify authorization to the architect for the award of the hardware contract for building #141 to Madsen and Howell, Inc., the low bidder, for the sum of \$2,275.00, with the college receiving a credit in the amount of \$326.00. After discussion, the motion was unanimously carried.

Mr. Marchitto moved, seconded by Mr. Venezia, in accordance with Dr. Chambers' recommendation, that the renovation of residence #101 by the College maintenance staff, at a cost of approximately \$1,500.00, for use by the Supervisor of Security, be authorized. After discussion, the motion was unanimously carried.

Mr. Marchitto reported a donation of three additional desks from the C. F. Braun Company. A letter of thanks has gone to the company.

Mr. Walsh has received word from the State Architect advising that exhaust or relief must be provided for the outside air supply in Raritan Hall, and that the hallway passage is not to be used for air exhaust. Mr. Marchitto moved, seconded by Mr. Feakes, that bids be authorized for the ventilating of Raritan Hall. After discussion, the motion was unanimously carried.

Mr. Marchitto moved, seconded by Mr. Feakes, authorizing the architect to receive quotations on unit prices for test borings and test pits for the two proposed buildings (college union and

allied health) with the understanding that the Board will review the quotations and approve the selection of the testing firm. After discussion, the motion was unanimously carried.

Mr. Kleban has been in contact with GSA in regard to the old water distribution system installed by the army with interconnecting lines between the government and the college properties. Both GSA officials and Mr. Kleban feel that a permanent interconnecting line between the two properties should be maintained for emergency purposes with valves, normally closed, but easily accessible, should an emergency arise where either the college or the government would require water from one or the other. All other lines to be terminated. Mr. Kleban will proceed with this project--the college will do the excavating and GSA will make the connections.

Mr. Marchitto moved, seconded by Mr. Feakes, to reject the three bids received for tree work on campus, because none of the three bids received were accompanied by pre-qualifying certificates, and that this work be rebid. After discussion, the motion was unanimously carried.

Mr. Marchitto moved, seconded by Mr. Feakes, that the Director of Administrative Services be authorized to advertise for bids on a pre-fabricated comfort station to be located in the area of the college tennis courts. After discussion, the motion was unanimously carried.

EXPLANATORY NOTE: It is expected that this station will cost approximately \$4,250.00, and that an additional \$400.00 worth of labor and material will have to be expended by college staff to install it.

Mr. Marchitto moved, seconded by Mrs. Carman, that the Director of Administrative Services be authorized to advertise for bids on the elimination of garage doors at the rear of the four Center buildings and re-grading of the driveway areas, subject to prior approval of the Facilities and Equipment Committee of the drawings and specifications. After discussion, the motion was unanimously carried.

Mr. Marchitto moved, seconded by Mr. Feakes, that the Director of Administrative Services be authorized to advertise for bids on the realignment of Parking Lots #3 and #6, the up-grading of Parking Lot #2, and the utilization of the graveled area adjacent to the GSA water tower for extra parking, and consider elimination of two dangerous curves, subject to prior approval by the Facilities and Equipment Committee of drawings and specifications. After discussion, the motion was unanimously carried.

Mr. Marchitto moved, seconded by Mr. Feakes, ratifying the chairman and secretary's action in signing the annual lease with GSA for the renewal of the parking area at the rear of Raritan Hall, at a cost of \$300 for a one year period ending June 9, 1969. After discussion, the motion was unanimously carried.

Mr. Rowland moved, seconded by Mr. Feakes, that the chairman and secretary be authorized to sign a contract with the Board of Chosen Freeholders for renewal of security services at the college by the Middlesex County Park Police for the period ending June 30, 1969, at a cost of \$20,600.00; said amount being the exact amount budgeted for this purpose in fiscal 1968-69. After discussion, the motion was unanimously carried.

Mr. Marchitto moved, seconded by Mr. Feakes that a final payment in the amount of \$518.24, to Eckert & Gatarz on account of architectural services for the Academic-Science, Library, and Physical Education buildings, be authorized; also, that a payment in the amount of \$594.00 to Eckert & Gatarz for "As-Built" drawings of the three new buildings be authorized. After discussion, the motion was unanimously carried.

Mr. Venezia moved, seconded by Mr. Marchitto, that contracts for furnishing Electrical Technology 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 three bids received on July 2, 1968, whether computed on an item by item or lump sum basis:

William Electronics Supply Highland Park, New Jersey	\$316.05
Aaron Lippman Highland Park, New Jersey	27.75
Harry Strauss and Sons New Brunswick, New Jersey	30.00
TOTAL	<u>\$373.80</u>

After discussion, the motion was unanimously carried.

Mr. Marchitto moved, seconded by Mr. Venezia, that contracts for furnishing Chemistry 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 five bids received on July 2, 1968, whether computed on an item by item or lump sum basis:

Scientific Products Edison, New Jersey	\$ 82.50
Central Scientific Company Mountainside, New Jersey	417.80
Nester Faust MFG Corporation Newark, Delaware	1,259.50
Beckman Instruments Mountainside, New Jersey	1,122.00
The Ealing Corporation Cambridge, Massachusetts	<u>371.90</u>
TOTAL	\$3,253.70

After discussion, the motion was unanimously carried.

Mr. Marchitto moved, seconded by Mr. Feakes, that contracts for furnishing Biology 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 eleven bids received on July 2, 1968, whether computed on an item by item or lump sum basis:

General Biological Supply House, Inc. Chicago, Illinois	\$ 368.80
Triarch Incorporated Ripon, Wisconsin	398.50
Clay-Adams, Inc. New York, New York	336.60
J & H Berge, Inc. South Plainfield, New Jersey	415.83
Connecticut Valley Biological Supply Co., Inc. Southampton, Massachusetts	278.75
Carolina Biological Supply Company Burlington, North Carolina	264.61
Central Scientific Company Mountainside, New Jersey	2,044.78
Ward's Natural Science Establishment, Inc. Rochester, New York	188.92
Matheson Scientific, Inc. Philadelphia, Pennsylvania	<u>239.94</u>
4 TOTAL	\$4,536.73

After discussion, the motion was unanimously carried.

Mr. Marchitto moved, seconded by Mr. Klegman, that the amount of the award to the Reiner Machinery Corporation of New Hyde Park, New York, for furnishing Mechanical Technology equipment, made by resolution at the Board of Trustees meeting of June 18, 1968, be increased by \$277.20, from \$27,787.35 to \$28,064.55, to correct an error on the original tabulation. After discussion, the motion was unanimously carried.

Mr. Marchitto moved, seconded by Mr. Klegman, that the amount of the award to the Wright Line Company of Montclair, New Jersey, for furnishing Data Processing Center equipment, made by resolution at the Board of Trustees meeting of June 18, 1968, be increased by \$208.90, from \$1,880.10 to \$2,089.00, to correct a clerical error on the original tabulation. After discussion, the motion was unanimously carried.

Mr. Marchitto moved, seconded by Mr. Feakes, that a contract for furnishing Mechanical Technology equipment be awarded to Koenig Industrial Supply, Inc., of Linden, New Jersey, at a cost of \$1,626.95; said amount 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. After discussion, the motion was unanimously carried.

EXPLANATORY NOTE: The above award was left out of the resolution for awarding contracts for Mechanical Technology Equipment on June 18, 1968, by mistake.

The question was asked and answered affirmatively that all purchases approved on July 16, 1968, were within the funds allocated in the budget.

A meeting is planned for the near future with Mr. Powell of the Planning Board to discuss plans for the widening of Mill Road.

PERSONNEL COMMITTEE

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

Mr. Arthur T. Peterson	- Instructor, Business	\$6,800.00
Mr. Chester D. Barr	- Instructor, Business	7,200.00
Miss Dorothy Fitzgerald	- Instructor, English and Humanities Dept.	7,000.00
Mr. Robert M. Fishco	- Instructor, Business Dept.	8,800.00
Mr. Edward M. Schwarzkopf	- Instructor, Mechanical Tech.	
		10,000.00

Miss Josephine M. Lamela	- Instructor, Physics/Math	\$7,500.00
Mr. Percy E. Johnston	- Instructor, English	8,000.00

After discussion, the motion was unanimously carried.

Mr. Venezia moved, seconded by Mr. Feakes, that Mr. Jerome Shindelman, currently an instructor in the History Department on a ten-month contract at a salary of \$8,200.00, be appointed Assistant Dean of Faculty, for the period from August 1, 1968, to June 30, 1969, at a salary rate of \$10,000.00 per twelve-month year, (pro-rated for 11 months). After discussion, the motion was unanimously carried.

Mr. Venezia moved, seconded by Mr. Feakes, that resignations from the following staff members be accepted as of the dates shown:

Peter K. Mills	- Associate Dean of Instruction	8/31/68
Mrs. Edith T. Jaffee	- Assistant Professor, Business Educa.	6/30/68
Mrs. Jane R. Hegyi	- Instructor, Biology	6/30/68
Thomas Chapman	- Custodian	6/24/68
Albert J. Szoke	- Custodian	6/24/68

After discussion, the motion was unanimously carried.

Mr. Venezia moved, seconded by Mr. Feakes, the following appointments:

That Elizabeth A. Birdsall be appointed as a Clerk-Typist I in the Student Personnel Services Department for the month of July at an hourly rate of \$2.00; and that she be appointed to the same position in the same department on a full-time basis effective September 1, 1968 at a salary of \$342.00 per month.

That the appointment of Frederick Stonehouse, III, as an Assistant in the Audio-Visual Department for the period from June 12, 1968, through September 5, 1968, at a salary of \$360.00 per month, be confirmed.

That the appointment of Celeste Kuchna, as a Clerk-Typist in the office of the Director of Administrative Services for the period from June 17, 1968 through September 15, 1968, at a salary rate of \$1.85 per hour, be confirmed.

After discussion, the motion was unanimously carried.

Mr. Venezia moved, seconded by Mr. Rowland, that Mr. John Sacchi, Jr., Instructor in the Physical Education Department, be paid an additional \$650.00 for extra work in the Department of Health, Physical Education and Athletics during the summer of 1968, for a six week period. After discussion, the motion was unanimously carried.

COMMUNITY AFFAIRS COMMITTEE

Mr. Venezia reported that a meeting of the Middlesex County College Foundation, Inc., was held last week and the campaign launched to raise \$40,000 for scholarships in the ensuing year. He urged all Trustees to help in the campaign by advising their friends, associates, and business affiliates, that any donation would be most welcome.

Mr. Klegman reported that he has received comments and suggestions for changes in the bylaws. He is planning to meet with Mr. Hoffman relative to incorporating items into the bylaws received from the college and Board of Higher Education. Action on Trustee suggestions will await this meeting.

Mr. Klegman reported that the summer school class of Newark State College and the John Adams Junior High School toured the campus today. Mr. Klegman said that campus facilities are being used by various community groups. The Kiwanis Club of New Brunswick visited the campus on June 24; the County Council of Parents and Teachers will meet on campus in September; also, the Middlesex County Tuberculosis Society will meet on September 26, plus five other groups have scheduled visits.

FINANCE COMMITTEE

Mr. Feakes reviewed the monthly financial report listing final figures for the year, but not yet audited. (Copy filed with papers supporting the Minutes.)

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

WHEREAS, a federally aided program for the training of teacher aides has been approved by the State Board of Higher Education and by the appropriate federal authority for implementation at Middlesex County College; and

WHEREAS, said program involves the matching by the College of funds provided by the Federal Government; and

WHEREAS, the program provides for the collection of tuition at regular evening and extension division rates, which tuition will be in excess of the amount originally anticipated at the time the 1968-69 budget was prepared;

NOW, THEREFORE, BE IT RESOLVED:

That the Director of Administrative Services be and he is hereby authorized to increase the revenue

Mr. Venezia moved, seconded by Mr. Rowland, that Mrs. Virginia Buntaine and Mrs. Eleanor Bailey be employed as part-time nurses during the summer in order to provide continuous operation of the College Health Clinic during the period when day summer session is operating, as follows:

Mrs. Virginia Buntaine - July 15 through July 26, 1968, and August 5 through August 16, 1968, at a total salary of \$651.16 (four weeks)

Mrs. Eleanor Bailey - June 10 through July 12, 1968, and July 29 through August 2, 1968, at a total salary of \$735.00 (six weeks)

After discussion, the motion was unanimously carried.

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

WHEREAS, the Board of Trustees by resolution adopted on June 18, 1968, authorized the appointment of a list of persons to the summer school faculty, without specifying dollar amounts to be paid; and

WHEREAS, specific assignments have now been made and specific salaries have been determined;

NOW, THEREFORE, BE IT RESOLVED:

That the attached list of summer school faculty members, including the salaries stated for each person, be confirmed.

After discussion, the motion was unanimously carried.

EDUCATION COMMITTEE

Mr. Rowland reviewed the Admissions Report for July 1968 applications.

Mr. Rowland moved, seconded by Mr. Venezia, ratifying the President's action in filing with the State Department of Higher Education for approval of two new programs--Teacher Aide Program as of September 1968, and Hotel and Restaurant Management as of September 1969. After discussion, the motion was unanimously carried.

side of the 1968-69 budget by the exact amount of tuition collections for the Teacher Aide Program; and to increase the expenditure side of said budget by the same amount; and to credit said amount to aid a special fund to be known as "Teacher Aide Program Fund".

Explanatory Note: The intent is to use tuition for matching; should the amount collected not be sufficient, it will be necessary to appropriate or transfer additional money into the fund.

After discussion, the motion was unanimously carried.

Mr. Feakes distributed and reviewed the Capital Balances at June 30, 1968, (distillation of all of the capital budgets from the time the college was started, taking out all commitments and expenditures); and a Balance Sheet and Income Statement as of June 30 of the Blue Colt Bookstore (copies filed with papers supporting the Minutes.)

PRESIDENT'S REPORT

President Chambers reported that the chargeback legislation has been passed by the Legislature and will be put into effect this September. This legislation enables a student to attend a county college in another county and pay no more than the tuition charged a resident of that county, if his home county does not have a college or does not provide the program for which he applies. It is mandatory on the counties to pay tuition on behalf of students who wish to go to any of the county colleges.

President Chambers reported on the conference held on campus July 12 and 13 for the purpose of improving legislation and revising regulations. Recommendations were made regarding changes in legislation and the adoption of regulations to be recommended to the Board of Higher Education. These recommendations will be forthcoming in August and will be provided to the Trustees. The Council of Community Colleges will recommend to the Board of Higher Education changes and legislation they believe should be adopted. If accepted by the State Board of Higher Education, the recommendations will go to the Legislature.

Mr. L'Hommedieu read a note from Mrs. Frank Chambers, dated July 1, expressing pleasure over the gifts presented to her and President Chambers at the graduation ceremony.

Mr. L'Hommedieu welcomed Mr. Foose to the college community.

REPORT OF COUNSEL

Mr. Hoffman, attorney for the Board, reported a problem concerning the Teachers' Pension and Annuity Fund. Recently, Mr. Walsh of the College received correspondence indicating that various administrative employees of the college have been declared to be ineligible to continue their membership in the Teachers' Pension and Annuity Fund (TPAF) and must become members of the Public Employees' Retirement System (PERS). These individuals are administrative employees previously installed in the Teachers' Pension and Annuity Fund but were declared ineligible based on a definition of teaching staff employees by the Trustees of the Pension Fund at their December 14, 1967 meeting. Mr. Hoffman reported that after an examination of the County College Law and the Teachers' Pension and Annuity Fund Law, there seemed to be an ambiguity between the two laws and there is a legal issue presented as to whether the removing of the administrative members from TPAF was correct. He further reported that after a meeting with Mr. Walsh and himself and Mr. McGarrity of the Teachers' Pension and Annuity Fund, it appeared that this definition was not the basis of a legal recommendation but was primarily an arbitrary type of determination made without a review of the statutory language.

It was pointed out by Mr. Walsh that the difference between TPAF and PERS is that the State pays the employer's share of TPAF members, while the College pays the employee's cost of PERS members. Also, members of TPAF have different and better benefits than members of PERS. Since their employees have been declared ineligible for TPAF, the State has requested that the College reimburse it in the sum in excess of \$4,000. If these individuals were allowed to remain in TPAF, the amount the College would save would be over \$10,000 at this time and would amount to many more thousands of dollars in the future. Mr. Hoffman stated that it was his recommendation that if he was unsuccessful in attempting to have the Teachers' Pension Fund change its definition that he be authorized to institute suit.

Mr. Venezia moved, seconded by Mr. Rowland that Counsel be authorized to proceed with court action, with the stipulation that the attorney's fee in said suit shall not exceed the sum of \$2,000.00. After discussion, the motion was unanimously carried.

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The next regular meeting of the Board of Trustees will be held on Tuesday, August 20, 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 11:12 p.m.

Alice Lake
ALICE LAKE
Secretary Pro-Tem

