

BOARD OF TRUSTEES OF THE MIDDLESEX COUNTY COLLEGE

Minutes of January 21, 1969 Meeting

A regular meeting of the Board of Trustees of the Middlesex County College was held at 7:45 p.m., January 21, 1969, 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 President Chambers, Mr. Hoffman, Mrs. Lake, and other visitors.

Mr. Feakes requested an amendment to the Minutes of December 17, 1968, (page 66) relative to the schedule of fees to be paid Dr. Bruce Cowen, to show that the first three items (\$20, \$10, and \$60) are for each examination, and the \$30 item is the rate per hour.

Mr. L'Hommedieu requested the fourth paragraph, page 71, be amended as follows: "At the suggestion of Messrs. Hughes and Rowland, a study of the proposed legislation for revision of the current tenure law was assigned to the Education Committee for review."

Mr. Blunt moved, seconded by Mr. Venezia, that the Minutes of the regular meeting of December 17, 1968, be approved as amended. The motion was unanimously carried.

FACILITIES AND EQUIPMENT COMMITTEE

Mr. Gatarz reviewed preliminary drawings of the allied health building, which had previously been reviewed and discussed at a meeting of the Facilities and Equipment Committee, Mr. L'Hommedieu, President Chambers, various staff members and Mr. Gatarz on January 15. Mr. Marchitto moved, seconded by Mr. Blunt, that approval be granted for submission of the preliminary plans of the allied health building to the State Department of Higher Education and Federal authorities for their approval and authority to proceed with working drawings and specifications; also, that the architect be authorized to proceed with working drawings and specifications upon receipt of said approval. After discussion, the motion was unanimously carried.

Mr. Marchitto read a communication from Mr. Eckert stating that as a result of the test borings and test pits taken for the allied health building, it is concluded that piling work will be essential in order to support the foundations and footings, and recommending (with concurrence of Mr. Kleban) that a soils engineering study and testing program be performed to provide additional information and recommendations for the development of foundations

and floor slab support with a complete definition of the work to be performed in the Haller Testing Laboratories' letter enclosed. (Copies of both communications filed with papers supporting the Minutes-- Mr. Eckert's letter dated January 21, 1969; Haller Testing communication dated January 17, 1969.)

Mr. Marchitto moved, seconded by Mr. Hughes, that the architect, Eckert and Gatarz, be authorized to engage Haller Testing Laboratories, Inc., to supply their office with a soils engineering study and recommendations which would be sufficient for them to perform the design work of foundations and floor slab for a sum not to exceed \$1,500. After discussion, the motion was unanimously carried.

Mr. Marchitto reviewed a letter from the architect relative to status of construction building programs at the College. (Copy of letter, dated January 16, 1969, filed with papers supporting the Minutes.)

Mr. Marchitto moved, seconded by Mr. Rowland, that the Director of Administrative Services be authorized to seek bids for the installation of louvers in the walls and roof of the boiler room in the gymnasium. After discussion, the motion was unanimously carried.

Mr. Marchitto reported that the temporary parking lot adjacent to the water tower is being fully utilized. There are about 260 spaces.

Mr. Marchitto moved, seconded by Mr. Hughes, that a change order in the contract between Vince Landscape Contractors and the Board of Trustees for Site & Utility Work, in the amount of \$1,000.00 to be deducted from the contract sum because of an allowance for additional work not required, be approved. After discussion, the motion was unanimously carried.

Mr. Marchitto moved, seconded by Mr. Rowland, that Contract #2 on Site and Utility Work between Vince Landscape Contractors and the Board of Trustees be accepted as satisfying all requirements of the specifications and drawings, pursuant to the recommendation of the Architect; and that final payment of said contract in the amount of \$2,977.50, having been approved by the Architect and the College Engineer, be authorized. After discussion, the motion was unanimously carried.

Mr. Marchitto moved, seconded by Mr. Hughes, that payment #3 in the amount of \$9,768.00 be authorized to the firm of Eckert & Gatarz for architectural services rendered for the Health Technology Center Building. (This brings total payments to date on this building to \$34,188.00.) After discussion, the motion was unanimously carried.

Mr. Marchitto moved, seconded by Mr. Blunt, that a progress payment in the amount of \$4,437.00 for Alterations to Building #141, be approved for payment to HI-LI Electric Co., Inc.; said bills having been approved by both the architect and college engineer. After discussion, the motion was unanimously carried.

Mr. Marchitto moved, seconded by Mr. Rowland, that both contracts on the Renovation of Building #224 between Richardson Engineering Company and the Board of Trustees and between Daidone Electric Company and the Board of Trustees be accepted as satisfying all requirements of the specifications and drawings, pursuant to the recommendation of the consulting engineer; and that final payment on both contracts, having been approved by the consulting engineer and the college engineer, be authorized:

Richardson Engineering Company	\$7,139.00
Daidone Electric Company	830.00

After discussion, the motion was unanimously carried.

Mr. Marchitto moved, seconded by Mr. Hughes, that contracts for furnishing instructional media equipment and material be awarded to the following companies in the amounts listed; said amounts being the lowest combination of prices on the specified equipment and material among the five bids received on January 20, 1969, whether computed on an item by item or lump sum basis:

3M Business Products Sales, Inc. Trenton, New Jersey	\$334.50
Ealing Corporation Cambridge, Massachusetts	<u>109.00</u>
TOTAL	\$443.50

After discussion, the motion was unanimously carried.

The question was asked and answered affirmatively that all purchases approved on January 21, 1969, were within the funds allocated in the budget.

Mr. Walsh reported that after several trips to court, on January 14, 1969, the college was successful in obtaining a judgment against the Metropolitan Air Conditioning Company in the amount of \$1,987.29, plus interest.

PERSONNEL COMMITTEE

Mr. Venezia moved, seconded by Mr. Marchitto, that the following persons be appointed to non-academic positions for the

balance of the current school year, at the salaries and as of the beginning dates listed:

Mrs. Mary E. Tomlinson, Clerk-Typist I - \$342.00 per month, effective January 2, 1969 (Steno Pool).

Mrs. Marie Fiorentini, Steno-Typist I - \$377.00 per month, effective January 13, 1969 (office of the Director of Administrative Services).

After discussion, the motion was unanimously carried.

Mr. Venezia moved, seconded by Mr. Rowland, that the title of Gordon Harrower, Jr., be changed from Admissions Counselor to Director of Admissions; and that his salary be changed from \$9,000.00 per twelve-month year to \$11,000.00 per twelve-month year, effective January 1, 1969. After discussion, the motion was unanimously carried.

Mr. Venezia moved, seconded by Mr. Rowland, that Mr. John A. Longstaff be appointed Assistant Instructor in the Department of Physical Education for the spring term of 1969, (February through June 1969) at an annual salary of \$6,250.00 (10 month basis), pro-rated for five months beginning in February of 1969. After discussion, the motion was unanimously carried.

Mr. Venezia moved, seconded by Mr. Marchitto, that Dr. Sidney Danzis be appointed on an adjunct basis as Consultant-Coordinator of the Dental Hygiene Program for the period from February 1 through June 30, 1969, at a salary of \$400.00 per month. After discussion, the motion was unanimously carried.

Mr. Venezia moved, seconded by Mr. Rowland, that Mrs. Dolly Vasta be reappointed on an adjunct basis for the spring semester of 1969 to teach two sections of modern dance, at the rate of \$180.00 per semester hour, or a total of \$720.00 for the semester. After discussion, the motion was unanimously carried.

Mr. Venezia moved, seconded by Mr. Hughes, that upon recommendation of Professor Korn, the title of Mr. Carmen Cerasoli be changed from Laboratory Assistant in the Physics Department to that of adjunct Assistant Instructor in the Department of Mathematics and Physics for the spring semester of 1969 at the rate of \$160 per semester hour, for a total of \$960.00. After discussion, the motion was unanimously carried.

Mr. Venezia moved, seconded by Mr. Rowland, that the resolution of the Board of Trustees adopted October 15, 1968, be amended with respect to the salaries of William Howell and Raymond Kinch; the correction being that the monthly salaries for these two custodians

should have read \$359.00 instead of \$350.75. After discussion, the motion was unanimously carried.

Mr. Venezia moved, seconded by Mr. Hughes, that the resignations of Miss Paula Kukich, Steno-Typist II in the office of Community Services, effective January 31, 1969; and Mr. Fred B. Hazlett as Assistant Director of Admissions, effective January 17, 1969, be accepted. After discussion, the motion was unanimously carried.

Mr. Venezia moved, seconded by Mr. Hughes, that the title of Mr. David M. Bunch, as shown in the resolution of appointment adopted by the Board on December 17, 1968, be changed to read "Director of GOAL Program". After discussion, the motion was unanimously carried.

Mr. Venezia moved, seconded by Mr. Marchitto, that the rate paid to Mrs. Alice Lake for services rendered in taking minutes of the meetings of the Board of Trustees be increased to \$7.00 per hour. After discussion, the motion was unanimously carried.

Mr. Venezia reported that the Trustee-Administration Negotiating Committee had its first meeting with the Negotiating Committee of the Faculty Organization last Saturday.

EDUCATION COMMITTEE

Dean Foose reviewed the admissions reports for February and September 1969.

Word has been received from Chancellor Dungan, dated December 23, 1968, that the Board of Higher Education at its meeting on December 20, 1968, approved Middlesex County College certificate and degree programs in Correction Administration.

COMMUNITY AFFAIRS COMMITTEE

Mr. Klegman reviewed activities of the Community Services Department the past month. (Copy filed with papers supporting the Minutes.) Mr. Ciotta was instructed to provide a Community Relations report to Mr. Walsh each month for inclusion in the Trustees' packets.

FINANCE COMMITTEE

Mr. Feakes moved, seconded by Mr. Hughes, that the Director of Administrative Services be authorized to open a special bank account at The Edison Bank, Edison, New Jersey, as a depository for student grant funds provided by the Department of Justice for

the new Correction Program, with one signature of either F. M. Chambers, W. R. Walsh, Jr., or L. R. Feakes required on checks. After discussion, the motion was unanimously carried.

Mr. Feakes moved, seconded by Mr. Marchitto, that the Director of Administrative Services be authorized to open a new bank account in The Edison Bank, Edison, New Jersey, to be used as a depository for EOF Article IV funds; signatories on said account to be both of David M. Bunch and William R. Walsh, Jr. After discussion, the motion was unanimously carried.

Mr. Feakes reviewed a "Middlesex County College Fact Sheet, July 1, 1969 to June 30, 1970 Budget", and offered the following resolution:

"WHEREAS, the Board of Trustees has considered the amount of money which is estimated to be necessary for the Operation and Capital Outlay Expenses for the fiscal year July 1, 1969, to June 30, 1970; and

"WHEREAS, the Board of Trustees has determined that \$4,147,318.00 is the amount necessary for Current Operations and \$799,028.00 is the amount necessary for Capital Outlay for said fiscal year, as detailed in the attached budget, and that said amounts should therefore be approved:

"NOW, THEREFORE, BE IT RESOLVED:

- "1. That the attached budget for the fiscal year July 1, 1969, to June 30, 1970, in the amount of \$4,147,318.00 for Current Operations and \$799,028.00 for Capital Outlay be approved.
- "2. That the Secretary of the Board of Trustees be and he is hereby instructed to forward a copy of said budget to each of the members of the Board of School Estimate.
- "3. That a public hearing by the Board of School Estimate with respect to the amount of money estimated to be necessary for the Operation and Capital Outlay for the fiscal year July 1, 1969, to June 30, 1970, shall be held at the Freeholders' Chambers, County Administration Building, New Brunswick, New Jersey, on Tuesday, February 4, 1969, at 10 a.m.
- "4. That the Director of Administrative Services be and he is hereby instructed to publish in The News Tribune of Perth Amboy and the Daily Home

News of New Brunswick, at least seven (7) days prior to the date fixed for the public hearing, a notice indicating the date, time and place of the scheduled public hearing and also setting forth an itemized statement as to the amount of money which the Board of Trustees determined to be necessary for the Operating and Capital Outlay for the fiscal year July 1, 1969, to June 30, 1970, which notice shall also indicate that said itemized statement will be on file and open to examination by the public between 9 a.m. and 5 p.m., Monday through Friday, at the office of the Director of Administrative Services at Middlesex County College, Edison, New Jersey, from the date of publication to the date of the public hearing."

Mr. Feakes moved, seconded by Mr. Marchitto, that the above resolution be adopted. After discussion, the motion was unanimously carried.

Mr. Feakes reviewed the following financial reports (copies filed with papers supporting the Minutes):

Schedule of Receipts and Disbursements - Current Fund, for the Month Ended December 31, 1968;
Statement of Current Operating Revenue for the Six Month Period Ended December 31, 1968;
Summary of Financial Report as of December 31, 1968;
Financial Report of the Faculty-Student Association, Inc., Blue Colt Book Store as of December 31, 1968.

PRESIDENT'S REPORT

Dr. Chambers reported that the Board of Higher Education has approved the Proposed Plan for the Operation of County Colleges.

COUNSEL'S REPORT

Mr. Hoffman requested ratification of an easement granted to Edison Township in 1965 to run electric and water lines over the golf course. This had been approved by the architect and college engineer. Mr. Blunt moved, seconded by Mr. Klegman, ratifying the grant of an easement to Edison Township for water and electric lines over the golf course. After discussion, the motion was unanimously carried.

Mr. L'Hommedieu will be away at the time of the Board of School Estimate meeting and therefore submitted his resignation as a member of the College Board of School Estimate.

Mrs. Carman nominated Mr. Maurice W. Rowland to replace Mr. L'Hommedieu on the Board of School Estimate. Mr. Venezia seconded the motion. After discussion, the motion was unanimously carried.

In Mr. L'Hommedieu's absence, Mr. Hughes has agreed to serve on the Trustees' Negotiating Committee with the Faculty Organization. Since Mr. Hughes is Vice Chairman, in the absence of the Chairman, he automatically takes his place in accordance with the By-Laws.

Formal notification has been received from the Board of Chosen Freeholders, dated January 6, 1969, that Messrs. L'Hommedieu and Rowland were appointed on January 1, 1969, as members of the Board of Trustees of the Middlesex County College, each to serve a term of four (4) years, terminating October 31, 1972.

Mr. William Erwin, 2040 Bleeker Street, South Plainfield, appeared before the Board and proposed the Board of Trustees take into consideration the creation of the Middlesex County College of Aviation utilizing Hadley Airport for a stall type facility.

Professor Korn remarked that he was gratified to be allowed to come and observe the Board meetings and for him to make any comments at this time would be contrary to his ethics; further, to reciprocate, that Trustees are always welcome at Faculty Organization meetings.

Mr. L'Hommedieu reminded Mr. Korn that meetings of the Board of Trustees are public meetings.

The next regular meeting of the Board of Trustees will be held on Tuesday, February 18, 1969, at 7:45 p.m., in the Trustees conference room on the College campus.

There being no further business, the meeting was adjourned at 10:50 p.m.

ROBERT R. BLUNT
Secretary