

BOARD OF TRUSTEES OF THE MIDDLESEX COUNTY COLLEGE

Minutes of February 18, 1969 Meeting

A regular meeting of the Board of Trustees of the Middlesex County College was held at 7:45 p.m., February 18, 1969, in the Board room on the College campus. Members present were Mrs. Carman, and Messrs. Feakes, Hughes, Klegman, Marchitto, and Rowland. Messrs. Blunt, L'Hommedieu, and Venezia were absent. Also present were President Chambers, Mr. Robert Wilentz, Mrs. Lake, and other visitors.

It was requested that the motion (page 78, Minutes of January 21, 1969) appointing Mr. Gordon Harrower Director of Admissions at \$11,000 per twelve month year, effective January 1, 1969, be amended to include the rank of assistant professor.

Mr. Klegman moved, seconded by Mr. Marchitto, that the Minutes of the regular meeting of January 21, 1969, be approved as amended. The motion was unanimously carried.

FACILITIES AND EQUIPMENT COMMITTEE

Mr. Marchitto moved, seconded by Mr. Rowland that the Chairman and Secretary of the Board of Trustees be authorized to execute a contract with Eckert & Gatarz for architectural services in connection with the 700-car parking lot, with alternate #1 providing for an additional 200 spaces, to be built in the south-east area of the campus; said contract being in the same form as the contract executed between the Board of Trustees and Eckert & Gatarz for the Health Technology and Student Center Buildings; also empowering the Facilities Committee to discuss the site of the 200 car parking lot with the architect. After discussion, the motion was unanimously carried.

Mr. Marchitto moved, seconded by Mr. Feakes, that the Chairman and Secretary of the Board of Trustees be authorized to execute a contract with Eckert & Gatarz for architectural services in connection with up to five tennis courts to be built in the southern area of the campus; said contract being in the same form as the contract executed between the Board of Trustees and Eckert & Gatarz for the Health Technology and Student Center Buildings. After discussion, the motion was unanimously carried.

Mr. Marchitto reported that the college has been asked by the State Department of Higher Education to provide a schedule of capital expenditures for the next several years. Some of these expenditures will involve implementation of the plan to develop athletic facilities on the County property. The original Master Plan of the College, which was filed with and approved by both

State and County authorities several years ago, contemplates the use by the College of approximately 43 acres of County recreational property which lies to the southeast of the existing College campus. For this reason, the college would like to begin immediately to determine what grading problems, problems relating to the Lehigh Valley Railroad line in the area; and also to determine the feeling of the Board of Freeholders with respect to conveying the property to the college.

As a result, Mr. Marchitto, Chairman of the Facilities Committee, wrote to Freeholder John Hoagland, offering the services of the College staff to work with the County Planning Department with respect to the 43 acres of land, and asking that the Freeholders consider conveyance of this property to the college.

Mr. Marchitto moved, seconded by Mr. Rowland, ratifying the action of the Committee in communicating with the Freeholders concerning conveyance of the county-owned property to the College. After discussion, the motion was unanimously carried.

Mr. Marchitto moved, seconded by Mr. Feakes, that the contracts for furnishing Audio-Visual Equipment be awarded to the following companies in the amounts shown; said amounts being the lowest prices among three quotations received on specified equipment on January 24, 1969:

- Boise Audio-Visual Products Company  
Plainfield, New Jersey  
for projector and pressure plate \$323.75
- Garden State Audiovisual Company  
New Brunswick, New Jersey  
for large lens 139.20

After discussion, the motion was unanimously carried.

Mr. Marchitto moved, seconded by Mr. Rowland, that payment #4 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 \$43,956.00) After discussion, the motion was unanimously carried.

Mr. Marchitto moved, seconded by Mr. Feakes, that a progress payment in the amount of \$2,070.00 for Alterations to Building #141 be approved for payment to L. Indri Construction Company; said bill having been approved by both the Architect and college engineer. After discussion, the motion was unanimously carried.

Mr. Marchitto moved, seconded by Mr. Feakes, that a contract for the installation of penthouse and wall louvers in the mechanical room of the physical education building be awarded to Donald C. Rodner, Inc., at the bid price of \$6,551.00, said price being the lowest

among four bids submitted on February 13, 1969, pursuant to specifications drawn by Eckert and Gatarz, and approved by the college engineer. After discussion, the motion was unanimously carried.

Mr. Marchitto moved, seconded by Mr. Rowland, that a bill in the amount of \$2,673.00 for test borings and soil testing, having been approved by both the architect and college engineer, be approved for payment to Haller Testing Laboratories, Inc. After discussion, the motion was unanimously carried.

Mr. Marchitto moved, seconded by Mr. Rowland, that contracts for furnishing instructional media equipment and supplies be awarded to the following companies in the amounts shown; said amounts being the lowest price among 10 bids received on February 13, 1969:

John J. Tobler Company Union City, New Jersey	\$495.90
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Dictaphone Corporation Somerset, New Jersey	450.00
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Wolsteins Projector House Irvington, New Jersey	208.00
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3-M Business Products Sales Trenton, New Jersey	56.00
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Howard W. Boise, Inc. Plainfield, New Jersey	223.50
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After discussion, the motion was unanimously carried.

Mr. Marchitto moved, seconded by Mr. Feakes, that contracts for furnishing physical education equipment be awarded to the following companies in the amounts shown; said amounts being the lowest price among seven bids received on February 13, 1969:

Solomon's, Inc. Elizabeth, New Jersey	\$1,239.90
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Sea Lawn Products Long Beach, L.I., New York	164.00
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Olympic-Resilite Valley Stream, New York	307.50
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After discussion, the motion was unanimously carried.

The question was asked and answered affirmatively that all purchases approved on February 18, 1969, were within the funds allocated in the budget.

Mr. Walsh was directed to prepare a letter of appreciation, for Mr. Hughes' signature, to Freeholder Lee on the excellent cooperation of the County in clearing snow from college roads and parking lots during the recent snow storm.

#### PERSONNEL COMMITTEE

Mr. Rowland moved, seconded by Mrs. Carman, that the resignations of the following non-academic personnel be accepted as of the dates indicated:

Mrs. Agnes P. Senape - effective January 31, 1969 (Office Services)  
Miss Sharon Johnston - effective February 13, 1969 (Business Office)  
Miss Marcelle Newman - effective February 28, 1969 (Office Services)

After discussion, the motion was unanimously carried.

Mr. Rowland 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. Adele Gooen, Clerk-Typist I in the Office Services  
Department - \$325.75 per month, beginning February 3, 1969.

Mrs. Susana Keszler, Clerk-Typist I in the Offices Services  
Department - \$325.75 per month, beginning February 17, 1969.

Miss Bonnie Steimling, Account Clerk II to work part-time in the Director of Administrative Service Office and part-time in the Bookstore - \$359.08 per month, beginning March 3, 1969, constituting a full-time appointment.

After discussion, the motion was unanimously carried.

Mr. Rowland moved, seconded by Mr. Marchitto, that the appointment of the following persons to the adjunct faculty for the Spring 1969, full semester be approved:

Mr. C. C. Phleger - Engineering - ENR 101.48, ENR 111.52	\$ 800.00
Mrs. Arlene Halfon - Sociology - three courses	1,575.00
Mr. Saul Kelton - Psychology - two sections PSY 101	960.00
Dr. Laurence E. McPhee - English - two courses	1,200.00
Mrs. Nora R. O'Malley - Business Dept. - two weeks	360.00
Dr. K.D. Pae - Engineering - ENR 221.58 Course	1,000.00
Mr. Edward W. Price - Art Appreciation - two courses	740.00
Mrs. Susan Rosenblum - History - three courses	1,665.00
104 Total	\$8,300.00

After discussion, the motion was unanimously carried.

Mr. Rowland moved, seconded by Mr. Marchitto, that the resolution appointing Mrs. Dolly Vasta to the adjunct faculty for Spring semester of 1969, adopted January 21, 1969, be amended to provide that Mrs. Vasta shall teach one section of modern dance at \$180.00 per semester hour for a total of \$360.00. After discussion, the motion was unanimously carried.

Mr. Rowland moved, seconded by Mr. Marchitto, that Stanley Campbell, Custodian, be advanced from the rank of custodian to the rank of Custodial Foreman, and that his salary be adjusted from \$394.83 to \$415.75 per month effective January 1, 1969. After discussion, the motion was unanimously carried.

Mr. Rowland moved, seconded by Mr. Marchitto, that Sharlene Cygan be appointed as a Steno-Typist II in the Business Office, effective March 1, 1969, at a salary of \$376.17 per month. After discussion, the motion was unanimously carried.

Mr. Rowland moved, seconded by Mr. Marchitto, that Mr. Robert Fishco, instructor in the Business Department, be appointed as part-time assistant to the Associate Dean of Faculty for Evening and Extension Division, for the Spring 1969 semester; and that he be compensated for this work at the rate of \$170.00 per credit hour for eight credit hours, making a total of \$1,360.00 for the semester. After discussion, the motion was unanimously carried.

Mr. Rowland moved, seconded by Mr. Klegman, that the title of Mr. William R. Walsh, Jr., be changed from Director of Administrative Services to Dean of Administration, effective February 18, 1969. After discussion, the motion was unanimously carried.

EXPLANATORY NOTE: This change of title recognizes the broad responsibilities in the areas of budget, campus and physical plant, purchasing, auxiliary services and personnel staffing in non-academic areas. This change of title involves no change in salary and does not change the responsibilities which Mr. Walsh has been charged with, but rather reflects the level of management within which he is involved.

Mr. Hughes reported that meetings are being held between the Trustees and Faculty Negotiating Committees with sincere effort for progress taking place.

EDUCATION COMMITTEE

Mr. Rowland moved, seconded by Mr. Feakes, that there be established a Department of Secretarial Science, separate from the Department of Business, effective with the Spring of 1969 semester; and that Mrs. Mary Reilly be appointed Chairman of the

new department, with compensation of \$300.00 for functioning in this capacity for this semester. After discussion, the motion was unanimously carried:

Mr. Rowland reviewed the Final Report - Mid-Year Admission, 1969, and Admissions Report of Applications for September, 1969. (Copies filed with Papers Supporting the Minutes.)

COMMUNITY AFFAIRS COMMITTEE

Mr. Klegman reviewed the report on Use of College Facilities by Outside Groups, and Special College Events, prepared by the Community Services Department. (Copy filed with Papers Supporting the Minutes.)

FINANCE COMMITTEE

Mr. Feakes reported that the Board of School Estimate met on February 4 and adopted the Operating and Capital Budgets approved at the January meeting of the Board of Trustees. Copies of the adopted budget have been sent to State Department of Higher Education and County officials.

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 January 31, 1969;
- Statement of Current Operating Revenue for the Seven Month Period Ended January 31, 1969;
- Summary of Financial Report as of January 31, 1969.

PRESIDENT'S REPORT

Dr. Chambers announced the dedication of East Engineering Building will be held on February 27 at 10:30 a.m. Dr. Lewis Fibel, Director of Occupational Programs of American Association of Junior Colleges will give the address. A luncheon and tour will follow the ribbon-cutting ceremony. Representatives of business and industry, public schools, other county colleges, upper division colleges have been invited.

Mr. Edward Cohen, Director of the Division of Two-Year Colleges, has suggested a Conference for presidents and trustees of community colleges in New Jersey and Pennsylvania, under the program, "New Institutions Project of AAJC", to provide opportunities to learn about national and state developments of significance to community colleges; to interact with people in positions with similar responsibilities and challenges; and to examine several important issues in considerable detail. The meeting will be held in Philadelphia on

May 2-3 or May 16-17. Dr. Chambers is hopeful that some Trustees may be able to attend the conference and urged they express their preference of dates to him within the next few days.

Dr. Chambers brought to the Trustees' attention a Bibliography of Books and Pamphlets in the MCC library which deal with the Negro in the United States.

The GOAL program is in progress with a total registration of 24 students.

COUNSEL'S REPORT

Relative to a request made at the last meeting of the Board of Trustees that MCC institute a course in Aviation at Hadley Airport, it was Mr. Wilentz's informal opinion that on the assumption that the existing master plan of the county college does not include a course of aviation, or anything like it, it would be necessary prior to instituting such a college to obtain approval of those who had previously approved the master plan; namely, the Board of Freeholders and Board of Higher Education. Furthermore, since the operation of the college would be at a site other than that which was approved by the then State Board of Education (now of Higher Education) the site approval proof would have to be complied with once more. In other words, a full and formal application to the Board of Higher Education for permission to operate the college or a portion of it, at a new site would be required. The most fundamental problem, however, is whether the college under the present statute would ever have the right to do what is suggested. The college may acquire property for college purposes. If activities and/or operation of Hadley Airport involves what we normally consider the operation of a commercial airport by the college, then he doubts very much whether the statute confers authority on a county college to conduct such an activity.

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The next regular meeting of the Board of Trustees will be held on Tuesday, March 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 9:40 p.m.

Alice Lake  
ALICE LAKE  
Secretary Pro-Tem

The first part of the report is a general statement of the work done during the year. It is followed by a detailed account of the various projects and the results obtained. The report concludes with a summary of the work done and a list of the publications.

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The second part of the report is a detailed account of the various projects and the results obtained. It is followed by a summary of the work done and a list of the publications.

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