BOARD OF TRUSTEES OF THE MIDDLESEX COUNTY COLLEGE

Minutes of March 18, 1969 Meeting

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

Mr. Marchitto moved, seconded by Mr. Venezia, that the Minutes of the regular meeting of February 18, 1969, be approved as distributed. The motion was unanimously carried.

FACILITIES AND EQUIPMENT COMMITTEE

Mr. Marchitto moved, seconded by Mr. Feakes, authorizing the retention of J. H. Bliss Associates to prepare a complete Architectural and Mechanical Estimate on the new Health Technologies Building, at a fee not to exceed $3,000.00, with the understanding that the estimate can be started by March 24, 1969, and that it will take approximately two weeks to complete. After discussion, the motion was unanimously carried.

Mr. Marchitto reported that to date no reply has been received from the Freeholders to his communication of February 14 with respect to the conveyance to the college of the county owned land on the opposite side of the railroad tracks.

Mr. Marchitto moved, seconded by Mr. Feakes, that a meeting be arranged as early as possible with the Freeholders, with a suggestion that the County Planner and Attorney be present, to discuss:

1. Whether this land can be properly and legally deeded to the college for the intended use;
2. Boundary lines;
3. Relocation of the railroad on the periphery of the industrial highway (meet with Raritan Center);
4. Report of Consultants engaged by County Planner;
5. Action by the Department of Higher Education for a Master Plan by August;
6. Proposed widening of Mill Road.

After discussion, the motion was unanimously carried.

Mr. Marchitto moved, seconded by Mrs. Carman, that a progress payment in the amount of $932.40 (Requisition #5) for Alterations to Building #141 be approved to the McGowan-McLean Corporation; said bill having been approved by both the Architect and College Engineer. After discussion, the motion was unanimously carried.

Mr. Marchitto moved, seconded by Mrs. Carman, that Payment No. 1 in the amount of $61,405.20, per Heating, Ventilating, and Air Conditioning Contract, for Building #141, be approved to Boro Plumbing & Heating 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 Payment No. 1 in the amount of $4,320.00 be authorized to the firm of Eckert & Gatarz for architectural services rendered for the 700 car Parking Area. After discussion, the motion was unanimously carried.

Mr. Marchitto moved, seconded by Mr. Feakes, that contracts for furnishing Mechanical Technology Equipment be awarded to the following companies in the amounts shown; said amounts being the lowest price among seven bids received on February 26, 1969:

Brodhead-Garrett Company Cleveland, Ohio	$ 410.78
Patterson Brothers Clifton, New Jersey	178.00
Koenig Industrial Supply, Inc. Linden, New Jersey	1,000.62
Benedict-Miller, Inc. Lyndhurst, New Jersey	736.00
Total	$2,325.40

After discussion, the motion was unanimously carried.

Mr. Marchitto moved, seconded by Mrs. Carman, that a progress payment in the amount of $450.00 for Alterations to Building #141 be approved to the Hi-Li Electric Company, Inc.; 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 change order in the amount of $1,943.24 to be deducted from the contract sum be approved for the contract between the Board of Trustees and the Halecrest Company for site and utility work. After discussion, the motion was unanimously carried.

EXPLANATORY NOTE: This represents final settlement on the Halecrest Contract.

Mr. Walsh reported that the Board of Trustees had ratified on January 21, 1969, approval of an easement granted to Edison Township in 1965, to run electric and water lines over the golf course. The College advised Mr. Zimmerman, Township Engineer, that before an easement was granted, an "As Built" print would be required. Mr. Zimmerman has complied with this request and Mr. Hoffman has recommended the easement be granted.

Mr. Walsh reported some difficulty in obtaining approval from authorities in Trenton on the Health Technology Building. He knows of no problems and was told they should be out by next week. The Federal authorities have made some minor recommendations.

Mr. Marchitto moved, seconded by Mrs. Carman, approving the compensation to Eckert & Gatarz of 6% of the construction cost for not more than five tennis courts (Resolution authorizing contract in Minutes of February 18, 1969). After discussion, the motion was unanimously carried.

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

PERSONNEL COMMITTEE

Mr. Venezia moved, seconded by Mr. Rowland, that the appointment of the following persons to the adjunct faculty for the spring semester be approved as follows:

Dr. Harold Jacobson - Chemistry - Four Contact Hours	$ 740.00
Mrs. Sylvia Klein - English - One Course	525.00
Mr. Dennis Shrock - Music Appreciation - One Course	340.00
Miss Roseann Vannest - English - One Course	540.00
Total	$2,145.00

Mr. Venezia moved, seconded by Mr. Marchitto, that Professor Charles Oxman and Professor Leonard Russikoff be appointed to the adjunct faculty for the current semester to teach two contact hours each in the Chemistry Department at a total compensation of $360.00 each; this adjustment made due to Mrs. Jo-Ann Danzis teaching 11 contact hours at a compensation of $2,750.00 (equivalent to 2/3 of one semester basic salary). After discussion, the motion was unanimously carried.

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Mr. Venezia moved, seconded by Mr. Rowland, that Mr. Gary Nair be appointed to teach a two-hour Music Appreciation Course for the current semester (in addition to his regular work load) at a compensation of $340.00. After discussion, the motion was unanimously carried.

Mr. Venezia moved, seconded by Mr. Marchitto, that the resignations of Professor Erwin Rainer of the Engineering Department and Professor John Farrelly of the English Department be accepted as of June 30, 1969. After discussion, the motion was unanimously carried.

Mr. Venezia moved, seconded by Mr. Rowland, that Mr. Paul Hilf be authorized to act as alternate certifying agent effective as of February 1, 1969, for purposes of certifying information to the State Department of the Treasury, Division of Pensions. After discussion, the motion was unanimously carried.

EXPLANATORY NOTE: At the present time, Dean Walsh is the sole certifying agent for the College.

Mr. Venezia moved, seconded by Mr. Rowland, that the attached list of Evening Division instructors be appointed for the spring semester, 1969, at the salaries shown for each individual. After discussion, the motion was unanimously carried.

Mr. Venezia moved, seconded by Mr. Feakes, that the resignations of Raymond Kinch and Henry McCall, night-shift custodians, effective March 15, 1969, be accepted. After discussion, the motion was unanimously carried.

Mr. Venezia moved, seconded by Mr. Feakes, that Wille Leverson and Fletcher Byers, both of Perth Amboy, be appointed night-shift custodians effective March 17, 1969, at salaries of $359.00 per month each. After discussion, the motion was unanimously carried.

Mr. Venezia moved, seconded by Mr. Marchitto, that the employment of Theodore Gaydos as a temporary employee in the Department of Engineering and Chemical Technology for 67 hours at $1.75 per hour, (Total of $117.25) be approved. After discussion, the motion was unanimously carried.

Mr. Venezia reported that a hearing conducted by PERC and chaired by Professor Michael Moskow of Temple University, was held on campus for the purpose of determining whether department chairmen and various other individuals will or will not be made members of the Faculty Organization Bargaining Unit. The hearing will result in a recommendation by the hearing officer and will be subject to the filing of briefs and appeals. Mr. Venezia estimated a decision will

not be forthcoming until the end of April, and the matter will be held in abeyance until that time. He noted that a large group of faculty were in attendance at the hearing giving evidence of their interest.

Mr. Venezia further reported relative to negotiations involving the Trustee and Faculty Organization Negotiating Committees. The committees have been meeting on the average of at least once a week. Meetings are both frustrating and refreshing. There are many problems that cannot be resolved immediately. The meetings are being conducted in a friendly and good atmosphere with good collective bargaining taking place. He believes progress has been made. The next meeting will be held on Thursday at 4 p.m.

Mr. L'Hommedieu noted the Board owes a tremendous debt to Mr. Venezia for his time and careful attention, at great personal sacrifice, to this matter; also to Dr. Chambers and his staff.

EDUCATION COMMITTEE

Mr. Rowland moved, seconded by Mrs. Carman, approving a certificate program in Computer Science as outlined in the memorandum from Dean Wanty to President Chambers dated March 17, 1969, copy filed with papers supporting the Minutes. After discussion, the motion was unanimously carried.

Mr. Rowland moved, seconded by Mr. Marchitto, authorizing a program in Computer Science leading to an A.A.S. degree, as outlined in the memorandum of Dean Wanty to President Chambers, dated March 17, 1969, and requesting approval of the State Board of Higher Education to institute this program at Middlesex County College. After discussion, the motion was unanimously carried.

Dean Foose reviewed the Admissions Report - Applications for September 1969.

A discussion concerning the Pre-Technical program took place and question was asked whether the time was right to prepare a very factual report on this program to see if there could be additional financing. Dr. Chambers noted that approximately 50% of the students have been successful. President Chambers will prepare a report on this subject and circulate it to members of the Board of Trustees. He also suggested it might be sent to the Department of Higher Education with suggestion that the program could be expanded with support from the Department of Higher Education.

COMMUNITY AFFAIRS COMMITTEE

Mrs. Carman reviewed activities of the Community Services Department over the past month.

Mr. Venezia reported that in the last week there have been approximately $3,500 in contributions to the Foundation; $2,000.00 of this amount was contributed by Cities Service Oil Company.

The office of Community Services has been meeting regularly with the Alumni Association. Representatives of the Alumni Association recently met with members of the Board of Trustees.

Mr. L'Hommedieu was instructed to write to the Alumni Association acknowledging with appreciation their efforts and enthusiasm.

The winter editions of the Industrial Business Newsletter "Pulse" and the General Newsletter "Community" have been printed and are being distributed to mailing lists.

The 16th Annual Central New Jersey Science Fair will be held in the Physical Education building on March 31, April, and April 2. The College is serving as host for this event which will be open to the public.

FINANCE COMMITTEE

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

Cash Summary for the Month of February, 1969;
Statement of Current Operating Revenue for the Eight Month Period ended February 28, 1969;
Summary of Financial Report as of February 28, 1969.

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

"WHEREAS, funds in the 1968-69 Current Operating Budget of the Middlesex County College were allocated to specific items at the time of preparation of the budget in November of 1967; 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, having no effect on the overall budget total, be approved:

Account Name	Account Number	Increase	Decrease
Health Service - Physician	19-1351-150	1,000.00	
Health Service - Physician	19-1351-151	200.00	
Staff Benefits - F.I.C.A.	19-1501-210	21,000.00	
Staff Benefits - Pension	19-1501-220	17,500.00	
Communications - Postage	19-1751-410	3,000.00	
Communications - Telephone	19-1751-401	4,000.00	
Insurance	19-1851-000	5,000.00	
Dental Hygiene - Salaries	19-2130-110	2,000.00	
Dental Hygiene - Travel	19-2130-300	375.00	
Dental Hygiene - Other	19-2130-500	75.00	
English and Fine Arts - Salaries	19-2210-110	3,600.00	
Social Science - Salaries	19-2220-110	4,300.00	
Chemistry - Salaries - Non-Acad.	19-2520-130	300.00	
Computer Technology - Salaries - Non-Academic	19-2550-130	2,000.00	
Evening Div. - Instruction	19-5251-110	75,000.00	
Salaries - Maintenance	19-7251-160	2,000.00	
Security - Supplies	19-7451-500	1,000.00	
Expenses - Maintenance Contract	19-7251-700	7,000.00	
Expenses - Custodial Supplies	19-7201-515		9,000.00
Expenses - Automotive Expense	19-7201-525	3,000.00	
Registrar - Other	19-1201-500	600.00	
Job Horizons - Administrative - Salaries	19-5301-110		3,621.00
Chemistry - Supplies	19-2520-505	2,000.00	
Board of Trustees	19-0101-310		1,000.00
Business Office	19-0301-130		2,500.00
Gas and Electric	19-7351-640		5,000.00
Water	19-7351-660		10,000.00
Security - Salaries	19-7451-110		2,000.00
Dean of Students-Salaries-Acad.	19-1101-110		4,000.00
Dean of Students- " -Non-Acad.	19-1101-130		1,200.00
Dean of Students - Travel	19-1101-300		1,000.00
Admissions-Salaries-Academic	19-1151-110		8,000.00
Admissions-Salaries-Non-Acad.	19-1151-130		500.00
Dean of Faculty-Salaries-Non.Acad	19-2100-130		4,000.00
Nursing - Salaries - Academic	19-2110-110		9,000.00
Engineering & Chem.Tech.Supplies	19-2410-505		4,000.00
" " " " -Rental	19-2410-730		800.00
Electrical Tech.-Salaries-Pt.time	19-2451-150		2,000.00
Electrical Tech. - Supplies	19-2451-505		1,000.00
Mechanical Tech. - Supplies	19-2460-505		1,000.00
English & Fine Arts - Salaries Part-time	19-2210-150		7,500.00

Account Name	Account Number	Increase	Decrease
Business Department-Salaries-Non-Academic	19-2240-130		3,000.00
Business Dept. - Salaries-Pt.Time	19-2240-150		3,000.00
Business Dept. - Rental	19-2240-730		2,500.00
Biology Dept. - Salaries - Academic	19-2510-110		6,000.00
" " " - Part-time	19-2510-150		2,000.00
" " - Supplies	19-2510-505		10,000.00
Chemistry Dept. - Salaries-Academic	19-2520-110		3,000.00
Math & Physics Dept.-Salaries-Acad.	19-2540-110		1,000.00
" " " " -Travel	19-2540-300		500.00
" " " " - Supplies	19-2540-505		1,500.00
Computer Technology - Supplies	19-2550-505		6,000.00
Health & Physical Education - Salaries - Academic	19-2610-110		18,000.00
Health & Physical Education - Salaries - Non-Academic	19-2610-130		3,000.00
Health & Physical Education - Salaries - Part-time	19-2610-150		1,500.00
Instructional Media - Films	19-6200-505		8,950.00
Extension Div.-Salaries-Academic	19-5201-110		3,379.00
Library - Salaries - Academic	19-6101-110		4,500.00
TOTAL		154,950.00	154,950.00

After discussion, the motion was unanimously carried.

Mr. Feakes reported that the County Planning Board has requested some idea of what is planned in the way of capital needs for the future. Since the College is in the process of evaluating the Master Plan the request from the Planning Board will be held until such time as the updated Master Plan is approved.

PRESIDENT'S REPORT

Dr. Chambers read a report from Mr. Bunch, Director of the GOAL program. (Copy filed with papers supporting the Minutes.)

Relative to Senate Bill 353, increasing State aid in the amount of $100, Dr. Chambers reported that the Legislative Committee of the Council of Community College Presidents did not support this bill since they felt a more profound approach should be taken to the method of financing in the interim period. However, at a meeting of the Council of Presidents it was decided to override the Legislative Committee on this one bill and support the $100 increase.

Dr. Chambers circulated a paper showing circulation statistics for January and February in the library. The library is now open on Saturdays and Sundays. The book collection totals approximately 19,000.

Regarding the State Master Plan, Dr. Chambers said community college presidents in a very short time have had to take a position with no time for consultation with Trustees. He asked that Trustees read the plan carefully and report questions or criticisms. Mr. L'Hommedieu was instructed by motion of Mr. Rowland, seconded by Mr. Feakes, to write to Chancellor Dungan that the Board of Trustees has had no opportunity to give this study but heartily concurs that this proposed Master Plan be widely circulated to all groups; also to provide Freeholder Hoagland with information concerning this plan. After discussion, the motion was unanimously carried.

Dr. Chambers read a memorandum, dated March 7, 1969, from Mr. Edward E. Booher, Chairman of the Board of Higher Education (copy attached), concerning events of last week at the Newark and Camden campuses of Rutgers, the State University. He also read a statement in answer to Mr. Booher's memorandum, telling him what the College has been doing and will do in the future. Mr. Marchitto moved, seconded by Mrs. Carman, that Dr. Chambers' letter be sent at the direction of the Board of Trustees and should so state. Copies of Dr. Chambers' reply will be sent to Trustees.

. . .

Professor Korn commented that he is very gratified and seconds everything that Trustee Venezia has said.

. . .

The next regular meeting of the Board of Trustees will be held on Tuesday, April 15, 1969, at 7:45 p.m., in West Hall, on the College campus.

There being no further business, the meeting was adjourned at 10:40 p.m.

Alice Lake

ALICE LAKE
Secretary Pro-Tem

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STATE OF NEW JERSEY

STATE BOARD OF HIGHER EDUCATION

MEMORANDUM

March 7, 1969

TO: Presidents and Chairmen of Governing Boards
New Jersey Public Institutions of Higher Education

FROM: Edward E. Booher, Chairman
Board of Higher Education

Sent to Cohen

The events of last week at the Newark and Camden campuses of Rutgers, the State University, focus attention on three matters which have been of continuing concern to the Board of Higher Education.

1. The problem of providing better opportunities for students who, through no fault of their own, are effectively barred from higher education because they are poor or lack adequate academic preparation.

2. The maintenance of an atmosphere free of any form of coercion -- intellectual or physical -- on our public college campuses.

3. The necessity to keep under constant scrutiny admissions policies and practices to insure that students who can really benefit from higher education are not denied the opportunity because of excessively rigid or artificial standards.

These, among other pressing concerns, including the expansion of spaces within the higher education system, will continue to receive priority attention by the Board of Higher Education. In the meantime, on behalf of the Board, I call upon the trustees and administrators of the several public institutions in New Jersey to re-examine their current regulations and practices to ensure that the following principles are being adhered to:

Above

1. It is critical that full opportunity is provided faculty, students and others who are partners in the college endeavor, by formal and informal means, to express their views on matters of concern. Free expression and a reasonable expectation that such expression can result in effective action, where action is justified and within the power of the institution, is fundamental to a healthy college environment.

   Every public college should have a joint student-faculty-administration forum to discuss and resolve any questions or grievances. There should be regular meetings of such a group and provision should be made for special meetings as the occasion may require. The procedures of such a group should provide for a full argument and airing of the issues and for presentation of unresolved issues, if necessary, to the governing board of the institution. Governing boards should make public in as formal a manner as necessary and within a reasonable time their decisions on issues, including reasons for the decision.

2. Attendance at a public institution of higher education in New Jersey is not compulsory. Enrollment is a voluntary act. Certain obligations of performance and behavior are properly expected of students. University and college regulations should be very explicit on this point and should clearly state the standards of conduct and behavior which are properly expected. This precision is of the utmost importance so that clear rules of conduct shall be known in advance, responsibly observed, and unhesitatingly enforced.

3. College regulations should be explicit that infractions of conduct will involve discipline including suspension, expulsion or the application of civil remedies as appropriate. Specifically, college regualation, while protecting free, non-violent and non-interruptive expression of views, should forbid any actions or activities designed to or having the effect of interrupting the normal activity of the institution, including the occupation of buildings, obstruction of traffic or any act of trespass or vandalism.

4. College statutes should also be specific in stating that the application of standards of conduct will be undertaken by the college community itself. However, each college should reserve to itself the right to call upon civil police or other means which may be necessary to preserve the institution from unlawful disruption.

5. Standards of conduct should be clear that the presence of persons not associated with the college or university is welcome if such persons comply with college or university regulations.

As you know, the Board of Higher Education has been extremely conscious of the lack of opportunity for higher education for many young men and women in New Jersey who are badly prepared for post-secondary education. We recognize that despite the evident success of the Educational Opportunity Fund program through which 1,700 students were enrolled in private and public institutions this year, there is still a large gap between reasonable expectation and reality.

This gap must and, we are determined, will be narrowed and closed.

I am convinced that if the colleges and universities of this state are to make available real opportunity to all citizens, including those who have the misfortune of poor academic preparation, we must stand ready to modify where necessary our traditional way of doing things. It is the responsibility of the several institutions, in the first instance, to analyze the problems facing higher education and to bring forward creative and effective solutions to them. It is not the prime function of the Board of Higher Education to initiate, or to plan in detail, programs, curricula or other functions which belong to the faculties and administrations of our colleges. However, I do think that we have a responsibility to suggest that the colleges and universities re-examine their own thinking and redirect some of their resources according to social as well as academic priorities.