

BOARD OF TRUSTEES OF THE MIDDLESEX COUNTY COLLEGE

Minutes of July 15, 1969 Meeting

A regular meeting of the Board of Trustees of the Middlesex County College was held at 7:45 p.m., July 15, 1969, in West Hall on the College campus. Members present were Mrs. Carman and Messrs. Blunt, Feakes, Hughes, L'Hommedieu, Marchitto, and Venezia. Messrs. Klegman, Rowland and President Chambers were absent. Also present were Dean Wanty, Mr. Hoffman, Mrs. Lake, and other visitors.

Mr. Feakes requested that a further explanation be added to the resolution on page 136 (Minutes of June 17, 1969) reappointing academic and administrative staff for the period July 1, 1969 to June 30, 1970, indicating that those members not asterisked are on a ten-month basis (September 1, 1969 to June 30, 1970).

Mr. Marchitto moved, seconded by Mr. Feakes, that the Minutes of the regular meeting of June 17, 1969, be approved as amended. The motion was unanimously carried.

Relative to the Minutes of the special meeting held on June 30, 1969, Mr. Marchitto requested that the second paragraph, page 147, indicate the meeting was held on waiver of notice of said meeting signed by all members of the Board of Trustees and attached thereto.

Mr. Hughes moved, seconded by Mr. Marchitto, that the Minutes of the special meeting of June 30, 1969, be approved as amended. The motion was unanimously carried.

FACILITIES AND EQUIPMENT COMMITTEE

Mr. Marchitto reported that the Facilities Committee, members of the staff and architect, met during the latter part of June and looked at and discussed various site locations for the proposed college center. The architect was requested to prepare preliminary renderings of the building in two locations. The committee will meet as soon as the drawings are received from the architect and will present their information to the Board for selection of the site.

Mr. Walsh reported that a meeting of federal representatives and contractors was held on campus last Friday. The documents were reviewed and it was agreed everything was in order (Health Technology Building). The federal award will be confirmed by mail.

Mr. Marchitto moved, seconded by Mr. Blunt, that a contract for furnishing a Ford panel truck (to be used by the Maintenance

Department) be awarded to Boro Motors, Inc. of Metuchen, at the low bid price of \$2,588.49; said amount being the lowest among three bids received on July 9, 1969. After discussion, the motion was unanimously carried.

Mr. Marchitto moved, seconded by Mr. Feakes, that a contract for printing the student handbook be awarded to Compos-O-List Systems, Inc. of Highland Park, at low bid price of \$1,460.50; said amount being the lowest among eight bids received on July 9, 1969. (The student committee responsible for the handbook, headed by Mr. Kenneth Nunn, has been consulted and concurs with this recommendation.) After discussion, the motion was unanimously carried.

Mr. Marchitto moved, seconded by Mr. Hughes, that a contract for padded wainscot panels, to be installed in the exercise rooms of the gymnasium, be awarded to Nissen Corporation of Annapolis, Maryland, at the low bid price of \$1,053.00; said amount being the lowest among six bids received on March 28, 1969. After discussion, the motion was unanimously carried.

Explanatory Note: Funds for this item were not included in the 1968-69 budget so that the purchase had to be delayed until new budget funds were available. This is the reason for the delay between the receipt of bids and recommendation for purchase. The successful bidder was contacted in early April of 1969 and has agreed to hold the price until July.

Mr. Marchitto moved, seconded by Mr. Blunt, that the following bills be approved for payment to Eckert & Gatarz for architectural services rendered, said bills having been approved by the College Engineer:

New parking area and miscellaneous sitework (Payment No. 2)	\$ 7,343.41
Built-in equipment, Health Technologies Building	10,560.00
Progress payment, (No.6), Health Technologies Bldg.	35,362.85

After discussion, the motion was unanimously carried.

Mr. Marchitto moved, seconded by Mr. Blunt, that contracts for furnishing math and physics supplies be awarded to the following companies in the amounts shown; said amounts being the lowest prices among three bids received on June 17, 1969, whether computed on an item by item or lump sum basis:

Central Scientific Company Mountainside, New Jersey	\$ 527.99
La Pine Scientific Company Norwood, New Jersey	95.14

Welch Scientific Company	
Skokie, Illinois	\$ 627.41
TOTAL	\$1,250.54

After discussion, the motion was unanimously carried.

Mr. Marchitto moved, seconded by Mr. Hughes, that contracts for furnishing Chemistry chemicals and supplies be awarded to the following companies in the amounts shown; said amounts being the lowest prices among eight bids received on July 9, 1969, whether computed on an item by item or lump sum basis:

Scientific Products	
Edison, New Jersey	\$ 121.60
Science Kit	
Tonawanda, New York	31.40
J. & H. Berge	
South Plainfield, New Jersey	117.11
Sigma Chemical Company	
St. Louis, Missouri	188.70
Matheson Scientific	
Philadelphia, Pennsylvania	1,258.69
Scientific Glass	
Bloomfield, New Jersey	163.24
Aldrich Chemical Company	
Milwaukee, Wisconsin	476.75
Fisher Scientific	
Springfield, New Jersey	<u>138.70</u>
TOTAL	\$2,496.19

After discussion, the motion was unanimously carried.

Mr. Marchitto moved, seconded by Mr. Feakes, that the bid awards for office supplies, made by resolution of the Board on June 17, 1969, be adjusted as follows:

- Item 1. J. L. Hammett Company, from \$2,088.45 to \$411.75, a reduction of \$1,676.70.
- Item 2. Standard Paper Company, from \$1,249.45 to \$3,152.95, an increase of \$1,903.50.

This adjustment is necessary because one paper item awarded to the J. L. Hammett Company was based on material of a lesser unit weight than required. Standard Paper Company was the low bidder on the appropriate material.

After discussion, the motion was unanimously carried.

Mr. Marchitto moved, seconded by Mr. Hughes, that the bid awards for cafeteria furniture, made by resolution of the Board on June 17, 1969, be adjusted as follows:

- Item 1. The W. B. Wood Company of Orange, New Jersey, from \$1,018.25 to \$2,429.00, an increase of \$1,410.75. This adjustment is necessary because in computing the total, one item of \$1,425.00 was picked up as \$14.25. The Wood Company is still low bidder after correction, and the total amount is still within the budget.

After discussion, the motion was unanimously carried.

Mr. Marchitto moved, seconded by Mr. Blunt, that a contract for furnishing surveying equipment be awarded to Brunswick Blueprint Company of New Brunswick, New Jersey, for the total bid price of \$11,994.66; said bid being the lowest among three received on May 2, 1969. This equipment consists of transits, levels, theodolite, tripods, and other surveying equipment. After discussion, the motion was unanimously carried.

The question was asked and answered affirmatively that all purchases approved on July 15, 1969 were within the funds allocated in the budget.

PERSONNEL COMMITTEE

Mr. Venezia moved, seconded by Mr. Marchitto, that the following appointments be made:

Mrs. Virginia Buntaine, College Nurse, be retained to operate the College Health Services for twenty-six days during the months of July and August, 1969, on an adjunct basis at \$5.60 per hour.

Mrs. Felix Sirgedas be retained to operate the College Health Services for seven days during the month of July, 1969, at \$3.50 per hour.

That Mr. Norman Poppel be appointed Chairman of the Department of Social Sciences for the 1969-70 academic year at a stipend of \$600.00 additional to his regular salary.

Mr. Charles Oxman be appointed Assistant Chairman of the Chemistry Department for the 1969-70 academic year at a stipend of \$300.00 additional to his regular salary.

Mr. Theodore Lorenz be appointed Chairman of the Department of Marketing and Design (Business Division) for the 1969-70 academic year at a stipend of \$600.00 in addition to his regular salary.

Explanatory Note for above three resolutions: (Poppel, Oxman, Lorenz) Subject matter teaching load for the three persons appointed will be adjusted in conference with the Dean of Faculty.

Mrs. Nancy A. Wolff be appointed Assistant Professor in the Department of Secretarial Science for the 1969-70 academic year at a salary of \$9,600.00.

Dr. Frank Spano be appointed Chairman of the Division of Science and of the Department of Chemistry for the fiscal year July 1, 1969 to June 30, 1970.

Explanatory Note: The salary established for Dr. Spano at the June 17, 1969 meeting (\$15,975.00) includes a \$1,000.00 stipend for the duties assigned to him by the resolution above.

Mr. Chester C. Lukas, Assistant Professor in the Business Department, be reappointed for the 1969-70 academic year at a salary of \$12,639.00.

That the reappointment of Mr. Ronald C. Agnese, instructor in the Department of Social Science, be rescinded.

Explanatory Note: This reappointment was made at the June meeting in error inasmuch as Mr. Agnese had already indicated his intention to leave the College as of June 30, 1969.

Mrs. Joyce Wolan be reappointed as relief switchboard operator at \$2.25 per hour whenever needed because of illness, vacation, or other absence of one of the regular switchboard operators during July 1, 1969 to June 30, 1970.

Mrs. Evelyn Baumley be reappointed as Clerk-Typist II at a salary of \$325.75 per month in Office Services.

Mrs. Lynne H. Pitcher be appointed on an adjunct basis as an Instructor in the Biology Department to teach five hours of BIO III at \$175 per contact hour for a total of \$875.00 for the Fall Semester 1969.

Mr. William DeBuvitz be appointed as an Instructor in the Department of Physics and Mathematics for the academic year September 1, 1969 through June 30, 1970, at the salary of \$8,492.00.

Mr. John B. Rapka be appointed as an instructor in the Engineering Science Department for the academic year September 1, 1969, through June 30, 1970, at the salary of \$9,700.00.

Mrs. Vivienne S. Gilroy be appointed as an Instructor of Psychology in the Department of Social Science for the academic year September 1, 1969 through June 30, 1970 at the salary of \$8,071.00.

Mr. Condit R. Atkinson, Jr., be appointed as Assistant Professor in the Department of Humanities for the academic year September 1, 1969 through June 30, 1970, at the salary of \$12,000.00.

Miss Dorothy Loper be appointed as an Instructor (Admissions Counselor for aid in recruiting Puerto Rican students for GOAL and other programs) effective July 1, 1969 through June 30, 1970, at the salary of \$9,282.00 per annum.

Mrs. Irene R. Sarnecky be appointed as Clerk-Typist II (Line 3, Step 2) in the Maintenance Department at a salary of \$325.83 per month effective July 16, 1969.

Mrs. Irene C. Innella be appointed as Clerk-Typist II in the Registrar's office at a salary of \$342.00 per month effective August 4, 1969.

Miss Barbara Ellen Robinson be appointed as Clerk I in the Purchasing Department at a salary of \$2.00 per hour effective June 9, 1969 through August 29, 1969.

After discussion, the motion was unanimously carried.

Mr. Venezia moved, seconded by Mr. Hughes, that the following college students (temporary employees) be appointed as maintenance workers in the Maintenance Department at the rate of \$2.00 per hour as of the starting dates shown:

Peter Fuchilla	Effective June 16, 1969
Nicholas Mazza	Effective June 16, 1969
Murray David Barnhart	Effective June 16, 1969
Thomas W. Burns	Effective June 23, 1969
Peter A. Carrato	Effective June 23, 1969
George M. Dudik	Effective July 7, 1969

After discussion, the motion was unanimously carried.

Mr. Venezia moved, seconded by Mr. Feakes, that the titles of the following non-academic personnel be changed to conform with the Non-Academic Salary Schedule adopted on June 17, 1969. (No change in salaries is involved.)

<u>NAME</u>	<u>CURRENT TITLE</u>	<u>TO BE CHANGED TO</u>
Joseph Formola	Laboratory Assistant III	Laboratory Coordinator III
William W. Holmstrom	Laboratory Coordinator	Laboratory Coordinator I
Edward T. Jones	IMC Technician	Technical Assistant III
Stanley Edward Kokowicz	Assistant Instructor (Laboratory Coordinator)	Laboratory Coordinator II
John J. Skarzynski	Gym Equipment Man	Laboratory Coordinator II
Adelaide Novak	Laboratory Assistant (Business Dept.)	Laboratory Coordinator III

After discussion, the motion was unanimously carried.

Mr. Venezia moved, seconded by Mr. Marchitto, that the titles of the following administrative personnel be changed as follows: (No change in salaries is involved.)

A. Robert Martin	Assistant to Director of Administrative Services for Data Processing	Director of Admin- istrative Data Processing (Admin- istrative Level II)
Harry Rivituso	Assistant to Director of Administrative Services for Purchasing	Director of Purchasing and Inventory (Adminis- trative Level II)

After discussion, the motion was unanimously carried.

Mr. Venezia moved, seconded by Mr. Marchitto, that the following changes in title for non-academic personnel be authorized, at no change in salaries:

Mrs. Elizabeth G. Birdsall from Clerk-Typist I to
Steno-Typist II

Mrs. Thelma B. Allen from Clerk-Typist II to Steno-Typist III
Miss Rosemary C. Lucanegro from Clerk-Typist I to Steno-Typist III
Mrs. Catherine Killeen from Clerk-Typist II to Steno-Typist III

After discussion, the motion was unanimously carried.

Mr. Venezia moved, seconded by Mr. Marchitto, that the title of Senior Library Clerk be added to Line 7 of the Non-Academic Salary Schedule adopted by resolution of the Board on June 17, 1969. After discussion, the motion was unanimously carried.

Mr. Venezia moved, seconded by Mr. Hughes, that the title of Mrs. Thelma Mattern, Library Clerk III, be changed to Senior Library Clerk with no change in salary. After discussion, the motion was unanimously carried.

Mr. Venezia moved, seconded by Mr. Marchitto, that Mrs. Blanche Godlewski, Steno-Typist II in the office of the Dean of Faculty, be promoted from Steno-Typist II to Secretary III, with an adjustment in the 1969-70 salary from \$4,752.00 to \$4,990.00. After discussion, the motion was unanimously carried.

Mr. Venezia moved, seconded by Mr. Marchitto, that the following two persons be appointed to the academic staff for the period from September 1, 1969 to June 30, 1970 as shown:

- H. Wayne Brady - Instructor in the Social Science Department
Salary - \$8,071.00
- John J. Vida - Instructor in Accounting
Salary - \$8,492.00

After discussion, the motion was unanimously carried.

Mr. Venezia moved, seconded by Mr. Blunt, that Joseph H. Frumkin be employed as a part-time electrician for the summer of 1969 (Maintenance Department) effective July 14, 1969 at \$2.00 per hour. After discussion, the motion was unanimously carried.

Mr. Venezia moved, seconded by Mr. Marchitto, that the appointment of the adjunct faculty members listed on the attached sheets (summer semester 1969 payroll, pages 1 through 4 starting with Ernest Albrecht and ending with Stephanie Basara) be approved at the respective salaries listed, for a total of \$134,600.00. After discussion, the motion was unanimously carried.

Mr. Venezia reported that on July 2, 1969, the college received from the Public Employment Relations Commission a certification that Local #11, Affiliated with the International Brotherhood of Teamsters, Chauffers, Warehousemen and Helpers of America, has been designated

by the majority of employees in the Unit as their representative, for the purposes of collective negotiations, and that the PERC has therefore certified said organization as the exclusive representative of all the employees in such Unit for the purposes of collective negotiations with respect to terms and conditions of employment.

Mr. Venezia moved, seconded by Mr. Marchitto, recognizing Local #11, Affiliated with the International Brotherhood of Teamsters, Chauffers, Warehousemen and Helpers of America as the representative of custodians, matrons and maintenance employees of the College. After discussion, the motion was unanimously carried.

EDUCATION COMMITTEE

Mrs. Carman reported that she has had no word from Mr. Cedric Richardson of the OEO office in response to the letter sent him by Mr. Rowland relative to the joint statement of the Education Committee and OEO Committee on the GOAL program.

Mrs. Carman introduced Mr. David Bunch, Director of the GOAL program, who presented a report of the program. He said that the program was started in February with 23 students and the summer program had 37 students. Eleven students will be entering the regular program of the college in September. Most of the students are high school graduates with an average age of 20½. Recruitment continues to be a problem. Board members expressed their satisfaction with the program.

Dean Wanty reported that word has been received from the National League of Nursing granting full accreditation to the Nursing Program at the College. The letter is quoted below:

"This is to inform you of the action taken by the National League for Nursing Board of Review for Associate Degree Programs at the July 1969 meeting.

"The Board granted accreditation to the associate degree program in nursing at Middlesex County College of Edison, New Jersey. The action was based on the self-evaluation report submitted by the faculty and the visitors' report.

"The Board of Review requested that a progress report be submitted for the December 1971 meeting. This report should be based on the Board's comments and recommendations which are attached to this letter and be descriptive of any significant changes which have occurred in the program up to the time the report is prepared. A reminder will be sent to the

faculty a few months before the report is due.

"A copy of the accrediting visitors' report is enclosed for your files."

(Signed) Gerald J. Griffin
Director
Department of Associate Degree
Programs

Dean Wanty also reported that a preliminary copy of the final report of the Accreditation Committee has been sent to Dr. Blocker and a very favorable reply was received from him with some very fine suggestions.

Dean Wanty further reported that during the first four week day session and eight week session in the evening of summer school, 1,814 students have enrolled, which is about 550 more than the total summer registration last year.

Dean Foose reviewed the Admissions Report for September, 1969. He also reported on the status of transfer students who graduated in June. Out of a group of 398, 239 have indicated a desire to transfer and have applied for admission to a senior institution. 214 have been accepted or 90% of those who have applied.

Dean Wanty reported that faculty staffing is almost complete with three vacancies remaining to be filled. Staffing is within the budget.

MIDDLESEX COUNTY COLLEGE FOUNDATION, INC.

Relative to the Middlesex County College Foundation, Inc., Mr. Venezia reported that a very fine editorial appeared in The News Tribune on July 3. Mr. Venezia was requested to send copies of the editorial to all Trustees. Also, Mrs. Carman will be Chairman of the first annual ball. Various committees are being organized with Trustees and their wives and members of the administration and their wives. The affair will be held on September 6. Plans include cocktails on the library patio and dinner inside the library catered by Mayfair Farms. It will be a formal black tie affair at \$100 per couple. There are also 30 sponsors at \$150 each who will be listed in the program. A goal of 200 or more people has been set.

Mr. Hughes, for the record, noted that the Board of Trustees, nor the administration, had any knowledge of a program that was on a national broadcasting hook-up on television which purported to show a class at Middlesex County College. This was done without the

knowledge or approval of any member of the administration or the Board of Trustees.

Mr. L'Hommedieu reported that he is still awaiting a reply to some very direct questions the Board has made of the television company. The Trustees will be kept informed of developments.

FINANCE COMMITTEE

Mr. Feakes reported that because of the earliness of the meeting, and the end of the fiscal year, the normal monthly reports have not been completed. As soon as they are ready they will be disseminated.

COUNSEL'S REPORT

Mr. Hoffman reported that he still has not received word from Dr. Moskow.

. . .

The next regular meeting of the Board of Trustees will be held on Tuesday, August 19, 1969, at 7:45 p.m., in West Hall on the College campus.

There being no further business, the meeting was adjourned at 9:25 p.m.

ROBERT R. BLUNT
Secretary

THIS PAGE NOT USED!