

BOARD OF TRUSTEES OF THE MIDDLESEX COUNTY COLLEGE

Minutes of December 16, 1969 Meeting

A regular meeting of the Board of Trustees of the Middlesex County College was held at 7:45 p. m., December 16, 1969, in the Board room on the College campus. Members present were Mrs. Carman and Messrs. Brady, Klegman, L'Hommedieu, and Venezia. Messrs. Blunt, Feakes, Marchitto, and Rowland were absent. Also present were President Chambers, Mr. Hoffman, Mrs. Lake, and other visitors.

Dr. Brady moved, seconded by Mrs. Carman, that the Minutes of the regular meeting of November 18, 1969, be approved as presented. The motion was unanimously carried.

FACILITIES AND EQUIPMENT COMMITTEE

Mr. Klegman moved, seconded by Mrs. Carman, that a change order in the amount of \$385.00 to be deducted from the contract sum be authorized for Contract #3 on the "Alterations to Building #141" project by the McGowan-McLean Corporation and the Board of Trustees, to provide for a cleanout in a sanitary sewer line.

Explanatory Note: McGowan-McLean Corporation went bankrupt at the conclusion of this job and before the cleanout was installed. The college has been in touch with the bonding company who authorized the above change order on behalf of McGowan-McLean Corporation in order to expedite acceptance of the work.

After discussion, the motion was unanimously carried.

Dr. Brady moved, seconded by Mrs. Carman, that Contract #3 on the "Alterations to Building #141" project, between the McGowan-McLean Corporation and the Board of Trustees, be accepted as having met the requirements of the drawings and specifications; that the guarantee period on said work be considered to have begun on September 16, 1969; and that all monies due and owing to McGowan-McLean Corporation or its bonding company shall remain in the hands of the Board as of this date to be retained until specific instructions are received from the College Counsel as to the disbursement of such funds; and then disbursed pursuant to such instructions. After discussion, the motion was unanimously carried.

Dr. Brady moved, seconded by Mrs. Carman, that the following progress payments be approved for payment, pursuant to the recommendation of the College Engineer:

- a. Broadway Heating and Air Conditioning Company \$ 200.00
 (Final payment on Central air conditioning in
 Center IV)

- b. Eckert & Gatarz 60,300.00
 Payment on account of fee for College Center Bldg.
 (This brings total payments on this account to date
 to 35% of total estimated fee, pursuant to contract.)

- c. Eckert & Gatarz 2,500.00
 Payment on account of fee for Parking Area and
 Miscellaneous Site Work
 (This brings payment on this account to 99% of
 total fee.)

- d. Eckert & Gatarz 203.94
 For blueprints needed for filing Health Technologies
 Building's plans with State and Federal agencies.

After discussion, the motion was unanimously carried.

Dr. Brady moved, seconded by Mr. Venezia, that the following progress payments, having been approved by the architect and college engineer, be approved for payment:

- a. Middlesex Concrete Products & Excavating Corp. \$35,095.09
 Contract #1, Payment #5, New Parking Area

- b. Molnar Electrical Contractors, Inc. 4,201.60
 Payment #4, New Parking Lot

After discussion, the motion was unanimously carried.

Dr. Brady moved, seconded by Mr. Klegman, that a contract for printing continuous forms for the Data Processing Department be awarded to W. S. Cuff Associates, Inc., of Cranford, New Jersey, in the amount of \$1,486.80; said amount being the lowest among seven bids received on December 6, 1969, on the forms specified. After discussion, the motion was unanimously carried.

Mrs. Carman moved, seconded by Dr. Brady, that \$3,000.00 be appropriated, at the recommendation of the college engineer, for additional test borings and pits at the site of the College Center. After discussion, the motion was unanimously carried.

Explanatory Note: Mr. Kleban will solicit quotations from qualified companies for this work.

Dr. Brady moved, seconded by Mr. Klegman, that the following progress payments, having been approved by the architect and college engineer, be approved for payment:

- a. Sisler Brothers Construction Company, Inc. \$31,590.00
Payment #5, Health Technologies Building
- b. Bloomfield Mechanical Contracting, Inc. 10,215.00
Payment #4, Health Technologies Building

After discussion, the motion was unanimously carried.

The question was asked and answered affirmatively that all disbursements and contracts approved on December 16, 1969, were within the funds allocated in the budget.

Dean Walsh reported that a revised project schedule on the Health Technologies Building will be made at the next job meeting. Dean Walsh also reported that the steel is now being erected on the Health Technologies Building. Dean Walsh further reported that schematics on the College Center Building were filed with the State Department of Higher Education and approved about two weeks ago, and preliminary plans will be filed with the State Department of Higher Education on December 18.

Dean Walsh reported on a meeting held this date with trustees and freeholders relative to County plans for the widening of Woodbridge Avenue and Mill Road, and treatment of the intersection at the junction of these two roadways. The freeholders are planning to follow through with their original plan based on a study by Goodkind & O'Dea in 1965, whereby Woodbridge Avenue will be widened to full width with a center median, and Mill Road will be widened to full width to a point just south of the campus; with a jughandle at the corner of Woodbridge Avenue and Mill Road. The job is expected to go to bid in the spring of 1970.

PERSONNEL COMMITTEE

Mrs. Carman moved, seconded by Dr. Brady, that Mr. Joseph M. Bodnar be appointed as a Night Dispatcher in the Security Department to work from 5 p.m. to 10:30 p.m., Monday through Friday, at \$3.00 per hour, effective as of December 1, 1969;

That the resolution appointing Mr. William Carlucci as a Night Dispatcher in the Security Department at the November Board meeting be rescinded for the reason that Mr. Carlucci was not able to accept the appointment;

That the resignation of Mrs. Blanche Godlewski, Secretary III in the office of the Dean of Faculty, be accepted as of December 31, 1969;

That the termination date of Mrs. Bonnie Prasek, Account Clerk II, hired to work part-time in the Dean of Administration's office and part-time in the Bookstore, be effective as of November 13, 1969.

After discussion, the motion was unanimously carried.

Mrs. Carman moved, seconded by Mr. Klegman, that the following actions be taken or confirmed for record purposes:

- a. That the acceptance of the resignation of Mrs. Jean Petrushevich on September 16, 1969, be rescinded. Mrs. Petrushevich was not reappointed for 1969-70, and her employment therefore terminated on June 30, 1969.
- b. The employment of Miss Rose Bloom for July and August of 1969 at \$339.75 per month be approved.
- c. That the termination dates of the following employees^{*} be made a matter of record:

Peter Fuchilla	September 5, 1969
Nicholas Mazza	September 3, 1969
Murray D. Barnhart	September 3, 1969
Thomas W. Burns	September 5, 1969
George M. Dudik	September 5, 1969
Barbara Ellen Robinson	September 23, 1969
Duane Pearce	September 3, 1969

*Temporary summer employees.

After discussion, the motion was unanimously carried.

Mrs. Carman moved, seconded by Dr. Brady, that Dr. Bruce R. Cowen, who was appointed in December of 1968 as consulting physician to the college at the schedule of fees shown below, to serve at the will of the Board, be continued in his present position at the same schedule of fees through October 31, 1970:

For examination of members of the executive group	\$60.00 each
For examination of prospective employees	20.00 "
For examination of college athletes	10.00 "
For consultation with the college nurse	30.00 per hour

Explanatory Note: The previous appointment of Dr. Bruce Cowen was without term, and actually transcended the life of the Board that made it. The reason for the appointment specified above is to permit reappointment on the first Monday of November in 1970, along with the auditor and attorney.

After discussion, the motion was unanimously carried.

Mrs. Carman moved, seconded by Dr. Brady, that Mrs. Anna Hansen be appointed as a substitute college nurse for the week of December 15, 1969 through December 19, 1969, at a fee of \$29.40 per day. After discussion, the motion was unanimously carried.

Mrs. Carman moved, seconded by Dr. Brady, that the following salary adjustments for administrative personnel be approved, retroactive to July 1, 1969:

- a. Dr. Francis A. Spano from \$1,331.25 monthly to \$1,425.00 monthly;
- b. Mr. Irving Elan from \$1,281.25 monthly to \$1,341.67 monthly;
- c. Dean Jerome Shindelman from \$1,166.67 monthly to \$1,283.33 monthly.

Explanatory Note: The above salary adjustments were made due to increased responsibilities.

After discussion, the motion was unanimously carried.

Mrs. Carman moved, seconded by Mr. Klegman, that Mr. Robert Bailey be appointed temporary custodian in the Maintenance Department at a salary of \$3.00 per hour for the period from December 9, 1969 through December 15, 1969. After discussion, the motion was unanimously carried.

Mrs. Carman moved, seconded by Dr. Brady, that Mrs. Grace Ciotta be appointed emergency switchboard operator, to work whenever the regular or relief operators are unavailable, at \$2.25 per hour. After discussion, the motion was unanimously carried.

Dr. Brady raised the question of whether hospital paid nurses should be compensated by the college for time spent instructing MCC student nurses. Dr. Chambers will take this subject up with Mrs. Channing.

EMPLOYEE RELATIONS COMMITTEE

Mr. Venezia reported that the Committee, under the chairmanship of Dean Walsh, has been meeting with the faculty union on new contract negotiations. There have been approximately 13 meetings, with over 106 hours of meeting time with the union. Mr. Venezia reported that progress is a little slow but this is to be expected in these types of negotiations. Mr. Venezia also reported that the union has not seen fit to reanalyze and reevaluate their demands as far as the increased cost to the college is concerned. The union has requested a very large amount of changes in the contract; some have been agreed to by the college, others have not. Many items are most unrealistic at this time and there may be some difficulties in reaching agreement.

STUDENT AND ALUMNI AFFAIRS COMMITTEE

Mr. Klegman reported that the Committee is just getting rolling. He was in attendance and spoke at two meetings on campus in one evening-- Student Senate and Executive Committee of the Alumni Association. He made clear what the role of the Committee of the Board would be. The Student Government indicated they would be pleased to send copies of their minutes to the trustees. Mr. Klegman felt the evening was well spent.

EDUCATION COMMITTEE

Dr. Chambers said he will be coming to the Board within a short time with respect to programs the college should adopt within the next year or two.

Mr. Klegman moved, seconded by Dr. Brady, that Mrs. Ursula E. Schwerin be appointed as a consultant for the dental hygiene program at a fee of \$100 per day, with a total not to exceed \$3,000. After discussion, the motion was unanimously carried.

Mr. Klegman moved, seconded by Mr. Venezia, that dependents of all employees not covered by a collective bargaining union contract be admitted to classes at the college, for which they are qualified, on a tuition-free basis, provided that dependents shall only include husband or wife, and children. After discussion, the motion was unanimously carried.

COMMUNITY AFFAIRS COMMITTEE

Dr. Brady reported on the very successful "Health Careers Day" sponsored by the Division of Health Technologies on Friday, November 21. A special program and displays by the college's four health technology programs, and area hospitals, called special attention to the need for health service personnel.

It was suggested by the Trustees that an annual event be held at the college involving not only the health careers, but bringing to the attention of prospective students the various other programs on campus, such as, chemical and electrical technology, engineering, etc., to be possibly called the "Middlesex County College Career Day". Dr. Chambers said he would like to get faculty reaction to such a program.

Dr. Brady reported that approximately 1,000 letters containing the annual report and list of contributors have been sent by the Middlesex County College Foundation, Inc., to area businesses and clubs. Contributions to the Foundation since the November Board meeting total \$2,100 in unrestricted funds from an anonymous donor, Dr. Samuel Kuna, and the G. O. Lienhard 1960 Charitable Trust.

Dr. Brady further reported that:

A Holiday Dinner Dance for all College personnel is going to be held on December 21 in West Hall. The Faculty Wives Club is assisting in this effort. A student musical group under the direction of staff member Condit Atkinson will perform, and members of the Epicurean Club of the Hotel & Restaurant Management curriculum will provide the dinner;

Special newspaper promotion is being planned for the opening of the spring semester of the Division of Continuing Education.

A list showing the use of college facilities by outside groups, and special college events was reviewed by Dr. Brady. (Copy filed with Papers Supporting the Minutes.)

FINANCE COMMITTEE

Mr. Klegman moved, seconded by Mrs. Carman, that a bill in the amount of \$1,500. be approved for payment to Mr. Lloyd A. Cestare of the firm of Lipman, Cestare, & Lipman, for work done at the end of the third quarter of 1969 in connection with the 1969-70 annual external audit.

Explanatory Note: Beginning with the current fiscal year, the auditor has been asked to do as much as possible of his work at the conclusion of each quarter, in order to expedite completion of the audit at the end of the year.

After discussion, the motion was unanimously carried.

Mrs. Carman moved, seconded by Dr. Brady, that the following settlement, offered by Travelers Insurance Company, in payment of a claim resulting from the fire in Building S-315, be accepted:

Building	\$9,314.58
Contents	<u>2,500.00</u>
Total	\$11,814.58

Explanatory Note: Building S-315 was a small one-story frame storage building, unimproved, in the theatre area. It was carried on our statement of values in our blanket policy at \$11,000. Contents were carried at a maximum of \$5,000. The Company feels it cannot award us a "total loss" because two structurally-sound walls are still standing. The contents that burned consisted of stage props, most of which were carried at zero value on our inventory. Our Drama Club people have estimated that the cost of replacing everything in the building will be \$3,000., but we have no firm figures to back us up.

After discussion, the motion was unanimously carried.

12/16/69

Dean Walsh reviewed the Cash Summary for the Month of November 1969; Statement of Current Operating Revenue for the Five Month Period Ended November 30, 1969; Statement of Capital Receipts and Balances for the Five Month Period Ended November 30, 1969; and The Summary of Financial Report as of November 30, 1969. (Copies filed with Papers Supporting the Minutes.)

COUNSEL'S REPORT

The Teachers' Pension and Annuity Fund, in accordance with the ruling of the Appellate Division, will hold a hearing on January 27, concerning their denial of membership to 14 employees of the College.

A suit has been started against Gumina Construction Company in accordance with Board instructions. Counsel is hopeful the case will come to trial in March.

There has been no action on the PERC hearing relative to status of department chairmen. Messrs. Hoffman and Venezia will discuss this situation and come back with a report.

PRESIDENT'S REPORT

As a progress report on the updated campus master plan, Dr. Chambers reported it is being set up by an outside printing firm as a technical brochure to supplement the original Master Plan and should be ready by the middle of next month.

Steel on the 2½ story health technologies building is now being erected and might be up by the end of the week.

The business office is going to make available for trustees at their regular Board meetings a monthly report on the various student loan programs showing to what extent our financial aid programs are being supported.

Progress on the Middle States Report is continuing and this report will probably be filed with the Middle States Association by December 31. The report will then be made available to Trustees, faculty and administration.

Mr. Klegman commented on a letter he wrote to President Chambers concerning the outstanding services of Mr. Julian J. Ciotta to the Community Affairs Committee, and personally expressed his thanks to Mr. Ciotta for a job well done.

Dr. Chambers mentioned that Mrs. Channing has been in the hospital and will be released by Thursday. She will be back as soon as she is able.

Mr. L'Hommedieu acknowledged the presence of faculty members Deane Dunloy and Eric Kulp. Professor Dunloy, on behalf of the Faculty Organization, extended wishes for a "Very Merry Christmas and a Happy New Year" to Dr. Chambers and members of the Board of Trustees. Professor Kulp joined with Deane Dunloy in his expression of good wishes.

Student Ralph DeGudis, on behalf of the Student Senate, also wished the Board a Merry Christmas.

Chairman L'Hommedieu expressed appreciation for the attendance of faculty and students at the Board meetings and hoped they would continue to attend, and bring some of their associates with them.

. . .

The next regular meeting of the Board of Trustees will be held on Tuesday, January 19, 1970, at 7:45 p. m. , in the Board room, Center I, on the college campus.

There being no further business, the meeting was adjourned at 10:35 p. m.

Alice Lake

ALICE LAKE
Secretary pro tem

THIS PAGE NOT USED.

