

BOARD OF TRUSTEES OF THE MIDDLESEX COUNTY COLLEGE

Minutes of April 21, 1970 Meeting

A regular meeting of the Board of Trustees of the Middlesex County College was held at 7:45 p. m., April 21, 1970, in the Board room on the College campus. Members present were Mrs. Carman and Messrs. Blunt, Brady, Feakes, L'Hommedieu, Marchitto, Rowland, and Venezia. Mr. Klegman was absent. Also present were Mr. Hoffman, Mrs. Lake, and other visitors.

It was requested that the first word (had) in the second sentence of the sixth paragraph on page 103, be changed to "has".

Mr. Venezia moved, seconded by Mr. Marchitto, that the Minutes of the regular meeting of March 17, 1970, be approved as amended. The motion was unanimously carried.

FACILITIES AND EQUIPMENT COMMITTEE

Mr. Marchitto reported that as a result of discussion on the condition of roadways at the last Board meeting, the college engineer has been in contact with Porter and Ripa Associates, Inc. This consulting firm has submitted a proposal for professional services on the development of internal system of roadways and walkways, which includes checking roadway drainage and determining problem areas.

Mr. Marchitto moved, seconded by Mr. Blunt, that pursuant to the recommendation of the architect and the college engineer, the "retainage" on the contract between the Board of Trustees and Middlesex Concrete Products & Excavating Corporation for the new parking lot and miscellaneous sitework be reduced from 10% to 5% (See letter filed with Papers Supporting the Minutes). After discussion, the motion was unanimously carried.

Mr. Marchitto moved, seconded by Mr. Venezia, that a change order in Contract 6-C with A. Leventhal & Sons, Inc., on the Health Technologies building be authorized in the amount of \$604.00 additional to the contract sum, to provide for two additional mobile drawer units in the dental hygiene clinic. After discussion, the motion was unanimously carried.

Mr. Marchitto moved, seconded by Mr. Blunt, that contracts for mechanical technology equipment be awarded to the following companies in the amounts listed, said amounts being the lowest prices among ten bids received on said equipment on March 26, 1970, whether computed on an item by item or lump sum basis: (This equipment is to be paid for with the VEA Grant awarded to the college last month.)

Brodhead-Garrett Company Cleveland, Ohio	\$ 2,840.00
Federal Products Corporation Union, New Jersey	2,263.70
Scott-Engineering Sciences Pompano Beach, Florida	19,738.00
Reiner Machinery Corporation New Hyde Park, New York	6,891.20
Buehler Ltd. Evanston, Illinois	1,720.00
Magnaflux Corporation Chicago, Illinois	2,501.00
The Lincoln Electric Company Rahway, New Jersey	<u>2,484.10</u>
TOTAL	\$38,438.00

After discussion, the motion was unanimously carried.

Mr. Marchitto moved, seconded by Mr. Rowland, that a contract for printing the brochure for the 1970 summer school be awarded to Spallucci & Son, Inc., of Piscataway, New Jersey, at a lump sum price of \$1,600.00; said price being the lowest among four bids received on March 26, 1970. After discussion, the motion was unanimously carried.

Mr. Marchitto moved, seconded by Dr. Brady, in accordance with direction of Counsel, to rescind the resolution adopted at the March 17, 1970 Board meeting, page 102, authorizing that Eckert & Gatarz, Architects, be retained to prepare plans and specifications for the paving of Parking Lot 6A, (water tower lot); and that the Chairman and Secretary of the Board be authorized to execute a contract for said work in the same form as was used for the new 700-car parking lot recently constructed, subject to approval of counsel. After discussion, the motion was unanimously carried.

Mr. Marchitto moved, seconded by Dr. Brady, that a contract between the Board of Trustees and Eckert & Gatarz, Architects, providing for architectural services in connection with the paving of parking area 4-A (referred to previously as 6-A) be finally approved, and that the Chairman and the Secretary of the Board be authorized to execute the contract on behalf of the Board. (This action is necessary because of modification of the form of contract.) After discussion, the motion was unanimously carried.

Mr. Marchitto moved, seconded by Mr. Rowland, that the first extension of the Campus Master Plan for Middlesex County College (1966-79) prepared by the President and his staff in conformity with regulations of the State Department of Higher Education, be approved and filed with said department. After discussion, the motion was unanimously carried.

Mr. Marchitto moved, seconded by Mr. Blunt, that the following progress payments be approved, pursuant to the recommendation of the college engineer:

- a) Eckert & Gatarz, Architects
Payment #4 for architectural services rendered
for the College Center Building
(This brings payment on this account to
\$136,500., which represents 65% of
total estimated fee.) \$42,000.00

- b) Eckert & Gatarz, Architects
Payment #2 for architectural services
rendered for built-in-equipment, Health
Technologies Building. (This bring payment
on this account to \$11,201.90, which
represents 85% of total estimated fee.) 641.90

- c) Eckert & Gatarz, Architects
For architectural services rendered for Master
Plan revisions 498.76

After discussion, the motion was unanimously carried.

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

- a) Knight Electric Company, Inc.
Health Technologies Building - Electrical
Payment #8 \$4,725.00

- b) Bloomfield Mechanical Contracting, Inc.
Health Technologies Building - Plumbing
Payment #7 16,245.00

- c) Sisler Brothers Construction Company, Inc.
Health Technologies Building - General
Construction
Payment #9 90,945.00

After discussion, the motion was unanimously carried.

Mr. Marchitto moved, seconded by Mr. Rowland, that a contract for printing a Scientific Technical Curriculum brochure be awarded to Lithold, Inc., of Highland Park, New Jersey, at its bid price of \$462.25; said bid being the lowest bid that fully met college specifications between two received on March 10, 1970. After discussion, the motion was unanimously carried.

Mr. Marchitto moved, seconded by Mr. Feakes, that a contract for printing the Student Handbook for 1970-71 be awarded to Spallucci & Son, Inc., of Piscataway, New Jersey, at the low bid price of \$1,649.00 with author's alterations charges at \$10.00 per hour and \$2.50 for each additional halftone and line cut. The total amount, including these extras, shall not exceed \$1,750.00; said base amount being the lowest among three bids received on March 26, 1970. After discussion, the motion was unanimously carried.

Mr. Marchitto moved, seconded by Mr. Blunt, that contracts for furnishing radiological teaching aids and supplies be awarded to the following companies in the amounts listed; said amounts representing the lowest prices among three bids received on March 6, 1970, whether computed on an item by item or lump sum basis (cassettes, Kodak X-Ray film, darkroom solutions, film hangers, darkroom aprons, radio-opaque dyes, X-ray machine simulator):

Low X-Ray Corporation New York, New York	\$ 75.30
National X-Ray Products Corporation Hackensack, New Jersey	2,414.55
Profexray Corporation Kearny, New Jersey	<u>363.00</u>
Total	\$2,852.85

After discussion, the motion was unanimously carried.

Mr. Marchitto moved, seconded by Dr. Brady, that a contract for two window air conditioners be awarded to Joe Johns & Son of Fords, New Jersey, at a low bid price of \$438.00; said amount being the lowest among seven bids received on April 3, 1970. After discussion, the motion was unanimously carried.

NOTE: These air conditioners are for the East Hall Learning Lab, which will be housing summer courses.

4/21/70

Mr. Marchitto moved, seconded by Mr. Feakes, that contracts for furnishing audio visual supplies be awarded to the following companies in the amounts listed; said amounts representing the lowest prices among thirteen bids received on April 3, 1970 (transparencies, tapes, bulbs, markers, etc.):

New Jersey Audio Visual Corporation Parsippany, New Jersey	\$ 299.28
3M Business Products Sales Trenton, New Jersey	1,575.90
The Lansford Publishing Company San Jose, California	286.45
Guidance Associates Pleasantville, New York	342.50
Boise Audio Visual Products Scotch Plains, New Jersey	49.80
Garden State Audio Visual New Brunswick, New Jersey	2,495.60
L. Kaltman & Son, Inc. South Orange, New Jersey	82.45
Wolsten's Projector House Irvington, New Jersey	171.30
Rivoli Music Shop New Brunswick, New Jersey	335.00
John J. Tobler, Inc. Union City, New Jersey	152.00
Educational Technology, Inc. Merrick, New York	87.50
Audio & Electronic Consulting Services Butler, New Jersey	28.50
Total	<u>\$5,906.28</u>

After discussion, the motion was unanimously carried.

Mr. Marchitto moved, seconded by Mr. Rowland, that contracts for furnishing chemistry supplies be awarded to the following companies in the

amounts listed; said amounts representing the lowest prices among nine bids received on March 26, 1970 (chemicals and expendable supplies):

Science Kit, Inc. Tonawanda, New York	\$1,199.79
John Wiley & Sons, Inc. New York, New York	198.80
Science Labs El Cerrito, California	74.00
Para Laboratory Supply Company Trenton, New Jersey	3,347.56
J & H Berge, Inc. South Plainfield, New Jersey	2,717.50
Lehigh Valley Chemical Company Easton, Pennsylvania	472.25
Scientific Products Edison, New Jersey	7,959.24
Fisher Scientific Springfield, New Jersey	<u>447.97</u>
Total	\$16,417.11

After discussion, the motion was unanimously carried.

Mr. Marchitto moved, seconded by Mr. Blunt, that a contract for printing snap-out forms for the office of the Registrar be awarded to Wallace Business Forms, Inc., of North Brunswick, New Jersey, at a low bid price of \$412.20; said amount being the lowest among four bids received on March 26, 1970. After discussion, the motion was unanimously carried.

Mr. Marchitto moved, seconded by Mr. Rowland, that contracts for furnishing chemistry equipment be awarded to the following companies in the amounts listed; said amounts representing the lowest prices among six bids received on March 26, 1970 (Mel-Temp apparatus, Cahn Gram Electro balance, balance single-beam scale and weight dial, Ektagraphic 8 Projector, stainless steel sealed Na Cl Cell, stainless steel column, Mettler balance, Polarimeter tubes, pens, ball, Sargent recorder):

Laboratory Devices Cambridge, Massachusetts	\$ 724.40
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Beckman Instruments Mountainside, New Jersey	\$ 80.00
Fisher Scientific Springfield, New Jersey	<u>2,535.00</u>
Total	\$3,339.40

After discussion, the motion was unanimously carried.

Mr. Marchitto moved, seconded by Mr. Blunt, that final payment in the amount of \$638.72 to Vogelbach & Baumann, consulting engineers, for services rendered in connection with the underground electrical distribution system be approved; said payment having been approved by the college engineer. After discussion, the motion was unanimously carried.

Mr. Marchitto moved, seconded by Mr. Blunt, that all bids received on April 3, 1970, for built-in chemistry laboratory equipment be rejected since our specifications did not define the time limit within which the equipment must be delivered and installed and the times proposed by the various bidders were widely disparate. After discussion, the motion was unanimously carried.

A rendering of the College Center was exhibited. The plans for the College Center are expected from the architect tomorrow and will be taken to Trenton for final approval. It is hoped to go to bid in May.

Mr. Marchitto moved, seconded by Mr. Rowland, that a contract to place topsoil, lime, fertilizer, mulch, and planting work behind the Center buildings and at the front entrance islands to these buildings during the latter part of April or early May, be awarded to the Vince Landscaping Company of Edison, New Jersey, at a price of \$1,860. After discussion, the motion was unanimously carried.

The question was asked and answered affirmatively that all purchases approved on April 21, 1970, were within the funds allocated in the budget.

EMPLOYEE RELATIONS COMMITTEE

Mr. Venezia reported the following:

At the last Trustee meeting the Board was served with a notice of impasse by the Faculty Union and a request for a mediator from PERC. The mediator has been provided and the Board's committee under Dean Walsh has had several meetings with the mediator. Many items were agreed upon by both parties. Approximately last Wednesday Mr. Grossman called Mr. Venezia stating he had been advised by the Board's committee that an impasse had been reached and it was his impression that if no contract was consummated by the end of the week there might very well be a work stoppage or job action by faculty. A meeting

was called for April 20 and Messrs. Venezia, L'Hommedieu, Walsh, Chambers, met with the Union representatives and reached a tentative agreement. Some language remains to be finalized. Mr. Venezia expressed concern over the Union's demand for shorter office hours and fewer days on campus for student counseling.

Messrs. Venezia and L'Hommedieu, on behalf of the Board, extended thanks to Dean Walsh for the tremendous job in negotiating a contract.

EDUCATION COMMITTEE

Mr. Rowland reported he attended, with President Chambers, a meeting of the Council of County Community Colleges. He urged Trustees to continue their interest in this group.

Mr. Rowland is planning, after May 1, for the Education Committee to meet with certain faculty representatives to carry on conversations on faculty communication of some sort with the Board of Trustees.

Mr. Rowland reported on materials received from Mrs. Voorhees indicating that educators throughout the state have been meeting to develop a model two-year program to train paraprofessionals for employment in schools, institutions and social agencies. Mr. Rowland said it is very interesting to see this develop since MCC was one of the first colleges to institute a teacher aide program.

Mr. Rowland also reported that the Dental Hygiene program has been approved by the New Jersey Dental Association on April 16. Graduates from this program are now qualified for licensing upon graduation.

Dr. Chambers reported the radiology program ready to go this September with about 20 students. The need in the local community for this program is very keen. Unfortunately the Board of Higher Education is bound by statute that says all programs can go no longer than two years and MCC's request to extend the program six months has been denied. The President is hopeful he can get a new law into the legislature that would provide for an extension of programs of this type.

President Chambers read a letter from Dr. Sidney Ketyer, Radiologist-in-chief of St. Elizabeth Hospital, expressing pleasure that MCC is opening a program for the education of Radiology Technologists. He said that St. Elizabeth's has had a school of Technology for the past six years and are turning out technicians which keep them well supplied, however, he is very unhappy with their hospital program as well as other hospital oriented programs, and since they are not professional educators, think the future is in programs of the type planned at MCC. He said he would therefore be interested in affiliating with MCC's program if that is possible.

President Chambers reported that Trenton State College is introducing a program called "Industrial Technology". Trenton has indicated they would like to work with the community colleges on this program and have met with them. The President would have preferred they offer an upper division program. Both Middlesex and Mercer County Colleges are concerned because of the small number of applicants in these programs and rather than proliferate programs would prefer to have them confined to a limited number of schools.

Mr. Rowland reviewed the Admissions Report as of April 16, 1970.

President Chambers also reported that on April 29 a conference between county colleges and local industry will be held at MCC for a thorough discussion of all factors relating to technology careers.

STUDENT AND ALUMNI AFFAIRS COMMITTEE

Mr. Feakes reported that four members of the committee attended a meeting April 10 with five men and one young lady from the Student Senate to discuss in general a number of subjects relating to student affairs. The primary subject was providing opportunity for seating of a student representative with the Board of Trustees in a non-voting capacity, but with the opportunity to participate in discussion and presenting student views. It was felt there were more steps to be taken before the question can be totally resolved. Two major points were:

1. To develop direction--opinion of counsel that there are no legal complications to add a non-voting student representative to the Board;
2. Establish a set of ground rules that would be the means by which this particular representative would be selected by the Student Government organization.

It was also felt that possibly amendments to the by-laws would be necessary to recognize this particular action.

Chairman L'Hommedieu directed Counsel, Mr. Hoffman, to send out proper notice to have the by-laws amended at the next meeting to include that this Board by majority vote can create standing committees at any regularly scheduled meeting; that the Board, at its discretion, can appoint a non-trustee to its trustee committees, and that this Board at its discretion can create a trustee committee of more than three members.

Mr. L'Hommedieu announced his intention to appoint Mr. Rowland to the Student and Alumni Affairs Committee as soon as the by-laws are amended.

PERSONNEL COMMITTEE

Mrs. Carman moved, seconded by Mr. Blunt, that:

Miss Sharon Shur be appointed as a Counselor with the rank of instructor in the Division of Student Personnel Services, for the period April 1, 1970 to June 30, 1970, at a salary of \$773.50 monthly.

Miss Susan Sullivan be appointed as part-time Clerk-Typist III in the library at a salary of \$2.15 per hour (to work not less than 27 hours nor more than 35 hours per week), effective March 15, 1970.

Mr. Chester A Suchcicki be appointed as Mechanic II in the Maintenance Department at a salary of \$508.33 per month, effective March 23, 1970.

The resignation of Mrs. Ruth Tenaglia, Secretary III in the Admissions Office, be accepted, effective April 15, 1970.

The following personnel actions be noted for record purposes:

Mrs. Audrey Skerlak's title - Tab Operator I
Mrs. Miriam Dingle's title - Secretary III

Mr. Burton B. Grinley, be appointed part-time Security Guard II (to work from 5 p. m. to 10:30 p. m.) at a salary of \$3.00 per hour, effective April 15, 1970.

Mr. John Totka be appointed as Custodian at a salary of \$416.66 per month, plus 20¢ per hour shift premium, effective April 16, 1970.

Mrs. Lucille Neumann, Clerk-Typist III in the office of the Dean of Faculty, be placed on a salary of \$240.00 per month for a thirty-hour week, effective April 1, 1970.

The salary of Dr. Sidney Danzis, Chairman of the Department of Dental Hygiene, be adjusted for the Spring semester of 1970 from \$3,000, which represents 40% of full time, to \$4,687.50, which represents 62.5% of full time.

Miss Rosemary Lucanegro be promoted from Steno-Typist III to Secretary III in the Admissions Office, effective April 1, 1970; and that her salary be increased from \$396.00 per month to \$415.83 per month.

The resignation of Mrs. Anne Klimas, Clerk-Typist I in the office of Counseling Services, be accepted effective April 30, 1970.

The resignation of Mr. Richard Mayes, Assistant Professor in the English Department, be accepted effective January 31, 1970.
After discussion, the motion was unanimously carried.

COMMUNITY AFFAIRS COMMITTEE

Dr. Brady reported three important events to be held at the College:

1. Earth Day--Extension of organizational and promotional support to the Dean of Faculty for Earth Day to be held tomorrow evening, April 22. Special speakers and teach-ins will be held during the college day and a three hour program (7:30 to 10:30 p.m.) will be held in the Physical Education building. Members of the county and state legislature including Senator Norman Tanzman; Assemblymen John J. Fay, Jr., Richard K. Haelig, Jr., and Peter P. Garibaldi; and Freeholder Director George Otlowski will be attending. Special posters, newspaper and radio advertisements, news releases, and free radio spots are being used to promote this event. A special eight page program has been developed for distribution on Earth Day and also to be used as a handout at a special booth in the Menlo Park Shopping Center Monday and Tuesday (May 20 and 21).
2. Open House--The Open House Committee is meeting to plan for this event on Sunday, May 3. A special flyer has been mailed to ten thousand persons, including day and evening students, student applicants for the fall semester, parents of students, industrialists, service organizations, press, school officials, advisory committees, alumni, and legislators. Special publicity in area newspapers and radio has been arranged and paid advertisements will be scheduled for next week. Special publications are being printed for various departments. These printed brochures will have use throughout the year.
3. Scholarship Ball--The Scholarship Ball Committee of Middlesex County College Foundation, Inc., has ^{been} meeting and plans have been made for this event to take place on September 12. The Mayfair Farms Catering Service will handle arrangements again this year. Letters for sponsorship have been forwarded by Dean Walsh and to date a good number of returns at the rate of \$150.00 per couple have been received. The committee will next meet on Wednesday, May 6, at 8 p.m., in the Board room of Center I.

Dr. Brady reported restricted contributions from the Robert Wood Johnson Foundation (nursing) and the Virginia Buntaine Memorial Fund; and an unrestricted contribution from the Albert Verley & Company, for a total of \$10,075.00.

Dr. Brady also reported that at the last meeting he mentioned that perhaps the community college could be a center for community affairs, particularly a basic seamanship program for next year. Word has been received from Mr. Zoba, Assistant Director of the Division of Continuing Education, that his office has organized and staffed a ten week course in Basic Seamanship to be taught at the college next September. This very important program when run at public schools has drawn an attendance of two or three thousand people.

FINANCE COMMITTEE

Mr. Feakes reviewed the regular monthly financial reports--Cash Summary for the Month of March, 1970; Statement of Current Operating Expense for the Nine Month Period Ended March 31, 1970; Statement of Capital Receipts and Balances for the Nine Month Period Ended March 31, 1970; Summary of Financial Report as of March 31, 1970. (Copies filed with Papers Supporting the Minutes.)

COUNSEL'S REPORT

Dean Walsh reported attending a hearing with respect to eligibility of certain members of the college staff in the Teachers Pension and Annuity Fund. The case seems to hang on whether or not the definition of the word "teacher" includes administration. The burden of proof is on MCC and is being pursued. It is hoped for conclusion the latter part of May.

PRESIDENT'S REPORT

President Chambers reported the following:

The Trowel Club of New Brunswick contributed \$100 for refurbishing of plantings at the college library. It is planned to have some sort of plaque installed to recognize the work of the Trowel Club in some of the beautification they have done in the wells of the library.

A gift of 26 boxes of low density magnetic tape has been received from the AT&T Company, valued at \$400 each.

Mrs. Florence Korchin, instructor, has received a National Science Foundation grant to attend the University of South Carolina this summer to study physics.

The College Senate appointed a committee for the study and recommendation of a name for the new health technology building. Their recommendation, with concurrence of the President, is "The Health Technologies Center".

Mr. Rowland moved, seconded by Mr. Feakes, that the new health technology building be named "The Health Technologies Center". After discussion, the motion was unanimously carried.

A book fair, sponsored by Mr. Solomon of the Bookstore, will be held in the theatre starting at 10 a. m., May 6. Invitations have been sent to the other community colleges in this region.

A program at Rutgers on Saturday, April 25, will include Ronald Kleppinger, an MCC graduate. Papers on various topics will be read by Rutgers College Seniors at the 21st annual Henry Rutgers Conference. The

42 students who will read the results of special research projects were selected last spring as Henry Rutgers Scholars on the basis of outstanding scholastic achievement. They were excused from two formal academic courses during each semester of their senior year for the work. They also passed a comprehensive examination in their special field.

As an outgrowth of the Master Plan, Mr. L'Hommedieu appointed a committee on a second campus as follows:

Robert R. Blunt, Chairman
Dr. Edward A. Brady
L. Russell Feakes
Lillian Carman

Mr. L'Hommedieu's charge to the committee is as follows:

1. Study the implication of the 1970 extension of the master plan to either confirm or question proposal made for a second campus;
2. Draft considerations and areas of inquiry that must be explored if a second campus is contemplated;
3. Submit recommendations to the Board of Trustees as to the composition of a proper committee or a competent agency to pursue such a project.

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Student Ralph DeGutis commented on the meeting of the Student Affairs Committee held on April 10. The student committee is looking forward to another meeting for which the date has already been set.

The next regular meeting of the Board of Trustees will be held on Tuesday, May 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 10:52 p. m.

ROBERT R. BLUNT
Secretary