

Middlesex County College  
2600 Woodbridge Avenue  
Edison, NJ 08818-3050



**Creator:** Middlesex County College  
**Title:** The Board of Trustees records.  
**Inclusive dates:** 1964-2010  
**Extent:** 8.75 linear ft. (21 boxes)  
**Call number:** xx

**Language:** Material is in English.  
**Accruals:** Periodic additions to the collection are expected.  
**Access:** The collection is open without restriction.

## **Abstract**

Meeting minutes and organizational materials of the Board of Trustees of Middlesex County College.

## **History**

The Board of Trustees of Middlesex County College is responsible for the overall planning and policy making of the College and establishes broad general policies and programs to govern the operations and management of the College.

The Board consists of eight members who organize annually to elect a Chairman, Vice Chairman, Treasurer, Secretary, and Assistant Secretary. The members are responsible for the creation of committees for the purpose of conducting studies and making recommendations on matters pertaining to the operation of the College.

## **Scope and Content**

The collection is arranged in the following series:

**Meeting Materials**, arranged chronologically, document the proceedings of board meetings. Included are minutes, agenda, publicity reports, and related correspondence.

**Policies** consists of administrative manuals, by-laws, and procedural policies of the Board of Trustees.

The **Miscellaneous** series contains information about the 25<sup>th</sup> anniversary of the Board of Trustees and scattered financial reports.

## **Related Material**

The records of the Middlesex County College Board of Trustees are part of the College Archives at the Middlesex County College Library.

The College Archives also holds bound volumes of Board of Trustees meeting minutes (1966–2001).

## **Processing Information**

Processed in 2012 by Beth Myerowitz.

## **Preferred Citation**

Middlesex County College Board of Trustees records, Middlesex County College Library, Edison, NJ.

**Box No. Description**

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**Series 1: Meeting Materials****Box 1.1**

November 1964–July 1965  
 August 1965–December 1965  
 January 1966–July 1966  
 August 1966–December 1966  
 January 1967–July 1967  
 August 1967–February 1968  
 March 1968–July 1968  
 August 1968–December 1968  
 January 1969–July 1969  
 August 1969–January 1970  
 February 1970–July 1970

**Box 1.2**

August 1970–January 1971  
 February 1971–July 1971  
 August 1971–February 1972  
 March 1972–July 1972  
 August 1972–January 1973  
 February 1973–July 1973  
 August 1973–January 1974  
 February 1974–July 1974  
 August 1974–July 1975  
 August 1975–January 1976

**Box 1.3**

February 1976–July 1976  
 August 1976–February 1977  
 March 1977–July 1977  
 August 1977–November 1977  
 December 1977–April 1978  
 May 1978–July 1978  
 August 1978–November 1978  
 January 1979–March 1979

**Box 1.4**

April 1979–July 1979  
 August 1979–October 1979  
 November 1979–January 1980  
 February 1980–July 1980  
 August 1980–October 1980  
 November 1980–February 1981  
 March 1981–July 1981  
 August 1981–October 1981  
 November 1981–January 1982

**Box 1.5**

February 1982–April 1982  
 May 1982–July 1982  
 August 1982–November 1982  
 December 1982–March 1983  
 April 1983–July 1983  
 August 1983–February 1984  
 March 1984–April 1984

**Box No. Description**

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**Series 1: Meeting Materials (cont.)****Box 1.6**

May 1984–July 1984  
 August 1984–November 1984  
 December 1984–March 1985  
 April 1985–July 1985  
 August 1985–November 1985  
 December 1985–March 1986  
 April 1986–July 1986

**Box 1.7**

August 1986–September 1986  
 October 1986  
 November 1986–January 1987  
 February 1987–March 1987  
 April 1987–May 1987  
 June 1987–July 1987  
 August 1987–December 1987  
 January 1988–February 1988

**Box 1.8**

March 1988–April 1988  
 May 1988–July 1988  
 August 1988–October 1988  
 November 1988–February 1989  
 March 1989–April 1989  
 May 1989–July 1989  
 August 1989–September 1989  
 October 1989–December 1989

**Box 1.9**

January 1990–February 1990  
 March 1990–April 1990  
 May 1990–June 1990  
 July 1990  
 August 1990–October 1990  
 November 1990–January 1991  
 February 1991–May 1991  
 June 1991–August 1991  
 September 1991–November 1991

**Box 1.10**

December 1991–March 1992  
 April 1992–July 1992  
 August 1992–November 1992  
 December 1992–February 1993  
 March 1993–May 1993  
 June 1993–October 1993  
 November 1993–December 1993  
 March 1994–May 1994

**Box 1.11**

June 1994–September 1994  
 October 1994–January 1995  
 February 1995–March 1995  
 April 1995–May 1995  
 June 1995–July 1995  
 August 1995–October 1995

**Box No. Description**

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**Series 1: Meeting Materials (cont.)****Box 1.11 (cont.)**

November 1995–December 1995  
January 1996–February 1996

**Box 1.12**

March 1996–April 1996  
May 1996–July 1996  
August 1996–September 1996  
October 1996–December 1996  
January 1997–February 1997  
March 1997–April 1997  
May 1997–June 1997  
July 1997–September 1997

**Box 1.13**

October 1997–December 1997  
January 1998–March 1998  
April 1998–May 1998  
June 1998–September 1998  
October 1998–February 1999  
March 1999–May 1999  
June 1999  
July 1999–September 1999

**Box 1.14**

October 1999–January 2000  
February 2000–May 2000  
June 2000–July 2000  
August 2000–November 2000  
December 2000–March 2001  
April 2001–June 2001  
July 2001–October 2001  
November 2001–March 2002

**Box 1.15**

April 2002–July 2002  
August 2002–November 2002  
December 2002–January 2003  
February 2003–April 2003  
May 2003–July 2003  
August 2003–November 2003  
December 2003–March 2004  
April 2004–June 2004

**Box 1.16**

July 2004–October 2004  
November 2004–January 2005  
February 2005–April 2005  
May 2005–June 2005  
July 2005–September 2005  
October 2005–December 2005  
January 2006–May 2006  
June 2006–October 2006

**Box 1.17**

November 2006–April 2007  
May 2007–August 2007  
September 2007–December 2007

**Box No. Description**

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**Series 1: Meeting Materials (cont.)**

**Box 1.17 (cont.)**

January 2008–June 2008  
August 2008–December 2008  
August 2009–December 2009  
March 2010–December 2010 (scattered)  
February 2011–June 2011 (scattered)  
2012

**Series 2: Policies**

**Box 2.1**

Administrative manual, 1966  
Bylaws  
1965–1968  
1972–2009  
Policies and procedures manual  
1966  
1966–1975  
Section 2  
Section 3  
Section 4  
Sections 5–8 and Index

**Box 2.2**

1966–1980  
Introduction and Section 1  
Section 2  
Section 3  
Section 4  
Sections 5–8 and Index  
Appendices  
1982

**Box 2.3**

2002  
Undated (2 folders)  
Regulations governing the use of alcoholic beverages, 1972

**Series 3: Miscellaneous**

**Box 3.1**

25<sup>th</sup> anniversary, 1989  
Financial reports, 1975–1976