

BOARD OF TRUSTEES OF MIDDLESEX COUNTY COLLEGE

Minutes of the Meeting of March 29, 2018

The re-scheduled meeting of the Board of Trustees of Middlesex County College was held at 9:30 a.m. in the Boardroom of Chambers Hall, located on the College campus. Members present were: Mmes. Buteas, Hernandez-Manno, Palumbo and Power, and Messrs. Daley, Finkelstein, Oras, Raja, Sica, and Taffet. Ms. Brannigan was absent. Also present were President La Perla-Morales, Mr. Hoffman, Ms. D'Aloisio and several staff members.

In compliance with the "Open Public Meetings Act" of the State of New Jersey, adequate notice of this meeting was provided as follows:

- (a) On March 20, 2018, advance written notice of this meeting was posted in the lobby of Chambers Hall.
- (b) On March 20, 2018, advance written notice of this meeting was e-mailed to the Home News Tribune and The Star Ledger.
- (c) On March 20, 2018, a copy of this advance notice of the meeting was filed with the Clerk of the Middlesex County Board of Chosen Freeholders.
- (d) On March 20, 2018, a copy of this advance notice was filed with the President of Middlesex County College.
- (e) Any individual who has requested notice of this meeting has been forwarded a copy of the notice of such meeting.

Chairman Power led the Pledge of Allegiance.

MINUTES

Mr. Sica moved, seconded by Mr. Taffet, that the minutes of the regular meeting for February 21, 2018 and the Special Board meeting of February 7, 2018, be adopted as presented.

After discussion, it was agreed the following sentence is to be added to the regular meeting minutes for February 21, 2018, under Executive Session: *The Board returned into open session and advised that no action will be taken on the matter discussed in Executive Session.*

The motion was approved.

FACILITIES COMMITTEE

Mr. Sica moved, seconded by Mr. Finkelstein, for adoption of resolutions 1.a. through 5:

1. BE IT RESOLVED that based on the recommendation of the Executive Director of Facilities Management and the Vice President for Finance and Administration payment be authorized to the following firms:

a. Entech Engineering, Inc. for the 2017 update of the Facilities Condition Audit in the amount of \$630.00.

Contract Amount	\$4,200.00
Payment #1	<u>630.00</u>
Balance	<u>\$3,570.00</u>

b. K&D Contractors, LLC for construction services in conjunction with the Campus Sprinkler Upgrades project at Johnson Learning Center and the Library in the amount of \$125,955.00.

Contract Amount	\$1,291,500.00
Previous Payments	302,850.00
Payment #4	125,955.00
Retainage	<u>47,645.00</u>
Balance	<u>\$ 862,695.00</u>

c. Parette Somjen Architects, LLC. for Phase 3 architectural/engineering services in conjunction with the Main Hall Science Lab Reconfiguration project in the amount of \$2,000.00.

Contract Amount	\$16,500.00
Previous Payments	7,295.00
Payment #4	<u>2,000.00</u>
Balance	<u>\$ 7,205.00</u>

- d. Suburban Consulting Engineers, Inc. for Phase 2 engineering services in conjunction with the 2018 Campus Site Improvements project in the amount of \$1,307.50.

Contract Amount	\$38,420.00
Previous Payments	34,353.96
Payment #6	<u>1,307.50</u>
Balance	<u>\$ 2,758.54</u>

- e. Vanas Construction Company, Inc. for construction services in conjunction with the Main Hall Science Wing Reconfiguration project in the amount of \$147,928.30.

Contract Amount	\$3,528,488.00
Previous Payments	2,665,863.73
Payment #7	147,928.30
Retainage	<u>148,093.97</u>
Balance	<u>\$ 714,695.97</u>

2. WHEREAS, The State of New Jersey has cooperative purchasing services available under N.J.S.A. 18A:64A-25.9 of the County College Contracts Law and N.J.S.A. 52:34-6.2b(3) applicable to the College;

NOW, THEREFORE, BE IT RESOLVED, That the following contract(s) be authorized under the provisions of cooperatives currently in effect:

<u>COOPERATIVE</u>	<u>CONTRACT NUMBER</u>	<u>COMPANY</u>	<u>DESCRIPTION</u>	<u>AWARD</u>
HCESC	CAT 17-03	Generations Electrical Company	Pool Lighting	\$ 37,883.00
HCESC	LED Lighting Supplies # 172	Generations Electrical Company	LED Lighting	\$ 20,700.00
HCESC	162	ePlus	Computer Hardware	\$ 180.32
NJSC	82641	WB Mason	Office Furniture	\$ 2,650.00

3. BE IT RESOLVED, That based on the recommendation of the Director of Purchasing and Inventory and the Vice President for Finance and Administration an award be made to the following firm(s) pursuant to a fair and open process:

a. Bid # 18-31 for site improvements 2018 from a total of 8 responses received:

AJM Contractors Inc., Clifton, NJ for the base bid plus alternates #1, #4 and # 5 for the total amount of \$976,259.00.

4. BE IT RESOLVED that based on the recommendation of the Director of Purchasing and Inventory and the Vice President for Finance and Administration, a contract amendment be made to the following firm(s):

a. Ellucian Inc., Fairfax, VA for Synoptix Software and General Ledger Redesign Project

Previous Contract Amount	\$ 418,190.00
Amendment # 2	<u>87,832.00</u>
New Contract Amount	<u>\$ 506,022.00</u>

5. BE IT RESOLVED that based on the recommendation of the Executive Director of Facilities Management and the Vice President for Finance and Administration, a change order be authorized to the following firms:

a. Vanas Construction Company, Inc. for the RTU roof screen redesign and additional steel plates for the RTU in conjunction with the Main Hall Science Wing Reconfiguration project in the net amount of (-) \$40,482.00.

Contract Amount	\$3,528,488.00
Change Order #4	<u>(-) 40,482.00</u>
New Contract Amount	<u>\$3,488,006.00</u>

After discussion, the motion was approved.

FINANCE COMMITTEE

Mr. Finkelstein moved, seconded by Mr. Raja, for adoption of the following resolution:

1. BE IT RESOLVED, That the Vice President for Finance and Administration be authorized to pay salaries to the members of the American Federation of Teachers (AFT Local 1940) for the months from April through June 2018 at salary rates based on those in force for the fiscal year ended June 30, 2016.

After discussion, the motion was approved.

HUMAN RESOURCES COMMITTEE

Ms. Palumbo moved, seconded by Mr. Sica, for adoption of Sections 1 through 7.

BE IT RESOLVED that the following actions be approved pursuant to recommendations by the President and to the provisions of the N.J.S.A. Section 18A:64-12:

SECTION 1 – MANAGEMENT

MANAGEMENT APPOINTMENT

<u>NAME</u>	<u>DEPARTMENT</u>	<u>POSITION</u>	<u>ANNUAL SALARY</u>	<u>DATE</u>
Howell, Donna	Natural Sciences	Chairperson, Natural Sciences	106,210	05/21/18
Jaeger, Alberta * prorated	Continuing Education	Interim Director, Lifelong Learning	88,574*	05/01/18-06/30/18

MANAGEMENT LEAVE OF ABSENCE

<u>NAME</u>	<u>DEPARTMENT</u>	<u>TYPE OF LEAVE</u>	<u>DATES</u>
Gula, Nicholas	Media Services	Paid	03/01/18-06/01/18

**SECTION 2 – FACULTY**

**FACULTY COMPENSATION**

<u>NAME</u>	<u>DEPARTMENT</u>	<u>REASON</u>	<u>PAYMENT</u>
Hyman, Hillary	ESL, Languages and Cultures	IX-M #597	115

**FACULTY SABBATICAL LEAVES FOR 2018-2019 ACADEMIC YEAR**

<u>NAME</u>	<u>DEPARTMENT</u>	<u>LEAVE DATES</u>
Class, Wilson	English	Spring 2019
di Pasquale, Emanuel	English	Fall 2018
Edwards, Melissa	English	Spring 2019
Marshall, Benjamin	English	Fall 2018
Oliu, Elisabeth	Library	Spring 2019
Picardo, Alice	Counseling Services	Spring 2019
Vega, Victor	Educational Opportunity Fund	Spring 2019
Zale, Steven	Business and Computer Science	Spring 2019

**SECTION 3 – CONFIDENTIAL** – No Action

**SECTION 4 – NON-ACADEMIC (UNIT AFFILIATED)**

**NON-ACADEMIC APPOINTMENT**

<u>NAME</u>	<u>DEPARTMENT</u>	<u>POSITION</u>	<u>ANNUAL SALARY</u>	<u>DATE</u>
Catching, Kenya	Enrollment Services	Enrollment Services Assistant	40,262	04/02/18
Frischmann, Kevin	Enrollment Services	Enrollment Services Assistant	40,262	04/02/18
Messeka, Gregory	Facilities Maintenance	General Maintenance Mechanic	45,661	04/02/18
			+ shift diff. 0.95/hour	
Park, Sumi	Enrollment Services	Enrollment Services Assistant	40,262	04/02/18
Reyes, Jessica	Enrollment Services	Enrollment Services Assistant	40,262	04/02/18

NON-ACADEMIC CHANGE OF STATUS

<u>NAME</u>	<u>DEPARTMENT</u>	<u>POSITION</u>	<u>ANNUAL SALARY</u>	<u>DATE</u>
Uddin, Shahnaz	Library	Library and Learning Center Assistant	45,909*	03/01/18

\* Salary Correction

NON-ACADEMIC LEAVE OF ABSENCE

<u>NAME</u>	<u>DEPARTMENT</u>	<u>TYPE OF LEAVE</u>	<u>DATES</u>
Hnyda, Thomas	Facilities Maintenance	Paid	03/09/18-04/13/18
Nunez, Ralph	Facilities Maintenance	Unpaid	02/21/18-03/20/18

SECTION 5 – NON-ACADEMIC (NON-UNIT AFFILIATED)

NON-ACADEMIC APPOINTMENT PART-TIME/TEMPORARY

<u>NAME</u>	<u>DEPARTMENT</u>	<u>POSITION</u>	<u>HOURLY</u>	<u>DATES</u>
Beyer, Rachel	Continuing Education	Camp Assistant Open House	15.00	03/04/18-03/04/18
Bucciarelli, Brendan	Library	Learning Center & Library Assistant	12.00	03/12/18-06/30/18
Calderaro, Jessica	Continuing Education	Classroom Assistant	15.00	02/24/18-05/17/18
Eugene, Lyonnell	Continuing Education	Chef Assistant	16.54	02/22/18-06/30/18
Herrera, Cesar	Business & Computer Science	Student Technical Assistant	8.60	03/19/18-06/30/18
Kern, Jill	Dental Hygiene	Clinic Dentist	45.00	01/02/18-05/31/18
Kleman, Matthew	Enrollment Services	Enrollment Services Generalist	17.00	02/20/18-06/30/18
Maqsood, Hassan	Engineering Technologies	Student Technical Assistant	8.60	02/20/18-05/08/18
McMahon, Pattiann	History & Social Sciences	Education Pathways Advisor	35.00	03/12/18-05/08/18
Novembre, Veronica	Financial Aid	Financial Aid Specialist	17.00	03/01/18-06/30/18
Olvera, Jenifer	Student Life	Student Worker	8.60	02/15/18-06/30/18
Reid, Shanique	Student Life	Student Worker	8.60	02/28/18-06/30/18
Solis, Jose	Engineering Technologies	Student Technical Assistant	8.60	02/15/18-05/08/18
Spall, Araiz	Engineering Technologies	Peer Tutor	8.60	02/19/18-05/08/18
Szkola, Erica	Admissions & Recruitment	Admissions Assistant	20.00	03/16/18-06/30/18

**SECTION 6 – GRANTS AND SPECIAL PROJECTS**

**GRANTS AND SPECIAL PROJECTS PART-TIME APPOINTMENT**

<u>NAME</u>	<u>DEPARTMENT</u>	<u>POSITION</u>	<u>HOURLY</u>	<u>DATES</u>
Alb, Joshua	Natural Sciences	STEM Club Peer Tutor	8.60	02/05/18-06/30/18
Basiony, Mohamed	Natural Sciences	STEM Club Peer Tutor	8.60	02/12/18-06/30/18
Lad, Mayan	Natural Sciences	STEM Club Peer Tutor	8.60	02/12/18-06/30/18
Mawuntu, McWilliam	Natural Sciences	STEM Club Peer Tutor	8.60	02/05/18-06/30/18
Nussbaum, Abigail	Natural Sciences	STEM Club Peer Tutor	8.60	02/16/18-06/30/18
Saint Vil, Roi	Child Care	Teacher Assistant II	8.60	02/26/18-06/30/18
Twum-Barimah, Lois	Natural Sciences	STEM Club Peer Tutor	8.60	02/16/18-06/30/18
Vega, Serlly	Natural Sciences	STEM Club Peer Tutor	8.60	02/12/18-06/30/18

**SECTION 7 – PAYROLLS**

**DIVISION OF CONTINUING EDUCATION**

a) BE IT RESOLVED that the following list of individuals who have successfully completed assignments for the Division of Continuing Education and are entitled to payment from the Division of Continuing Education accounts for March, 2018 be approved for the indicated amounts listed below beginning with the name **Masterson, Robert** and ending with the name **Patel, Anjana** for the total amount of \$9,380.00 (budget code 5-520017-9116-1-33):

**CAREER TRAINING CENTER**

<u>NAME</u>	<u>CONTRACT #</u>	<u>AMOUNT</u>
Masterson, Robert	17-18:551	5,600.00
Patel, Anjana	17-18:541	<u>3,780.00</u>
	<b>TOTAL</b>	9,380.00

b) BE IT RESOLVED that the following list of individuals who have successfully completed assignments for the Division of Continuing Education and are entitled to payment from the Division of Continuing Education accounts for March, 2018 be approved for the indicated amounts listed below beginning with the name **Jones, Jennifer** and ending with the name **Torres, Licefery** for the total amount of \$9,540.00 (budget code 5-520020-9116-1-33):



CAREER TRAINING CENTER

<u>NAME</u>	<u>CONTRACT #</u>	<u>AMOUNT</u>
Jones, Jennifer	17-18:543	3,060.00
Morales, Bianca	17-18:549	918.00
George, Barbara Morris	17-18:544	3,060.00
Okemba, Arthur	17-18:545	432.00
Peguero, Yunilka	17-18:550	108.00
Reyes, Enoc	17-18:546	1,530.00
Torres, Licefery	17-18:547	216.00
Torres, Licefery	17-18:548	<u>216.00</u>
	<b>TOTAL</b>	<b>9,540.00</b>

c) BE IT RESOLVED that the following list of individuals who have successfully completed assignments for the Division of Continuing Education and are entitled to payment from the Division of Continuing Education accounts for March, 2018 be approved for the indicated amounts listed below beginning with the name **Harris, Lisa** and ending with the name **Seamon, Terrance** for the total amount of \$6,690.00 (budget code 1-520000-9116-1-00):

CORPORATE EDUCATION AND TRAINING

<u>NAME</u>	<u>CONTRACT #</u>	<u>AMOUNT</u>
Harris, Lisa	17-18:383	225.00
Harris, Lisa	17-18:384	225.00
Johnson, Kandia	17-18:370	480.00
Johnson, Kandia	17-18:371	480.00
Johnson, Kandia	17-18:386	480.00
Johnson, Kandia	17-18:387	480.00
Johnson, Kandia	17-18:511	240.00
Johnson, Kandia	17-18:512	240.00
Johnson, Kandia	17-18:513	240.00
Johnson, Kandia	17-18:514	240.00
Johnson, Kandia	17-18:516	480.00
Mitch, Allan	17-18:518	400.00
Mitch, Allan	17-18:525	400.00
Pennington-Joyner, Lori	17-18:377	240.00

Pennington-Joyner, Lori	17-18:389	480.00
Pennington-Joyner, Lori	17-18:517	480.00
Pennington-Joyner, Lori	17-18:519	480.00
Seamon, Terrence	17-18:381	<u>400.00</u>
	<b>TOTAL</b>	6,690.00

d) BE IT RESOLVED that the following list of individuals who have successfully completed assignments for the Division of Continuing Education and are entitled to payment from the Division of Continuing Education accounts for March, 2018 be approved for the indicated amounts listed below beginning with the name **Anderson, David** and ending with the name **Zahid, Ghani** for the total amount of \$14,775.00 (budget code 1-510000-9116-1-00):

PROFESSIONAL AND COMMUNITY PROGRAMS (ADULT PROGRAMS)

<u>NAME</u>	<u>CONTRACT #</u>	<u>AMOUNT</u>
Anderson, David	17-18:442	135.00
Anderson, David	17-18:442	135.00
Anderson, David	17-18:442	135.00
Anderson, David	17-18:442	135.00
Anderson, David	17-18:442	270.00
Bendoraitis, Steven	17-18:445	480.00
Hunter, Kory	17-18:461	700.00
Hunter, Kory	17-18:441	245.00
Kazmi, Sibte	17-18:256	5,400.00
Martinez, Stephanie	17-18:460	210.00
Martinez, Stephanie	17-18:501	525.00
Miller, Michael	17-18:466	270.00
Miller, Michael	17-18:466	270.00
Miller, Michael	17-18:466	270.00
Molloy, William	17-18:468	270.00
Ottley, Jane	17-18:470	240.00
Ottley, Jane	17-18:470	240.00
Ottley, Jane	17-18:470	240.00
Quintero, Alvaro	17-18:474	1,225.00
Selliah, Gnanaseharan	17-18:497	700.00

Selliah, Gnanaseharan	17-18:497	700.00
Selliah, Gnanaseharan	17-18:497	240.00
Selliah, Gnanaseharan	17-18:497	525.00
Selliah, Gnanaseharan	17-18:497	525.00
Selliah, Gnanaseharan	17-18:497	120.00
Zahid, Ghani	17-18:496	<u>570.00</u>
	<b>TOTAL</b>	14,775.00

e) BE IT RESOLVED that the following list of individuals who have successfully completed assignments for the Division of Continuing Education and are entitled to payment from the Division of Continuing Education accounts for March, 2018 be approved for the indicated amounts listed below beginning with the name **Curry, Holly** and ending with the name **Schneider, Nancy L.** for the total amount of \$880.00 (budget code 1-511000-9116-1-00):

**PROFESSIONAL AND COMMUNITY PROGRAMS (CULINARY PROGRAM)**

<u>NAME</u>	<u>CONTRACT #</u>	<u>AMOUNT</u>
Curry, Holly	17-18:400	140.00
Curry, Holly	17-18:404	140.00
Johnson, Keith	17-18:438	160.00
Perfeito, Sandra	17-18:402	140.00
Ponder, Jennifer	17-18:401	140.00
Schneider, Nancy L	17-18:434	<u>160.00</u>
	<b>TOTAL</b>	880.00

f) BE IT RESOLVED that the following list of individuals who have successfully completed assignments for the Division of Continuing Education and are entitled to payment from the Division of Continuing Education accounts for March, 2018 be approved for the indicated amounts listed below beginning with the name **Oladeji, Abiodun** and ending with the name **Oladeji, Abiodun** for the total amount of \$4,075.00 (5-510013-9116-1-41):

PROFESSIONAL AND COMMUNITY PROGRAMS (ALLIED HEALTH GRANT – TAACCCT)

<u>NAME</u>	<u>CONTRACT #</u>	<u>AMOUNT</u>
Oladeji, Abiodun	17-18:504	1,325.00
Oladeji, Abiodun	17-18:504	<u>2,750.00</u>
	<b>TOTAL</b>	4,075.00

HUMAN RESOURCES

a) BE IT RESOLVED that the following personnel action in the Department of Human Resources for the Spring, 2018 Adjunct Payroll be approved.

ADDITIONS

<u>NAME</u>	<u>COURSE ASSIGNMENT</u>	<u>TOTAL SALARY</u>
Girard, Wayne	HIS-121-SP6	2,262
Lakshmanan, Jothi	MAT-014-02	2,235
Levi, Mannie	DHY-218-01	754
McKenna, Jason	CSC-166-60	3,016
Peeney, Christina	BUS-101-S2	2,262
Ross, Anthony	THE-S2	4,000
Wasserman, Jamie	DHY-218-01, DHY-114-01	3,770
Zaccagnini, Guiseppe	ITA-122-03	1,777

b) BE IT RESOLVED that the following personnel action in the Department of Human Resources for the Spring, 2018 Adjunct Payroll be approved.

ADJUSTMENTS

<u>NAME</u>	<u>PREVIOUS SALARY</u>	<u>REVISED SALARY</u>
DelCogliano, Chiara	6,786	1,939
DiBlasi-Domalewski, Heather	3,016	3,770
Fiore, David	4,524	6,059
Hunte, Karen	4,000	3,228
Joy, Albert	4,716	6,653
Macchia, Dominic	3,016	4,000
Mayfryer, Denise	3,770	4,524

Moorehead, Diane	4,716	6,962
Otlowski, Wayne	4,842	346
Petrino, Frank	2,262	0
Randolph, Lauren	3,770	7,324
Sharma, Meenu	4,524	7,001
Silvey, Lisa	2,262	2,358

After discussion, the motion was approved.

GENERAL

Mr. Sica moved, seconded by Mr. Raja, for approval of the following resolution

1. WHEREAS, It is deemed appropriate for Middlesex County College to have designated contracting agents; and

WHEREAS, The College shall designate such officers or employees to serve as its contracting agents pursuant to N.J.S.A. 18:64A-25.3;

NOW, THEREFORE, BE IT RESOLVED, That the following be designated as contracting agents for Middlesex County College:

- President
- Vice President for Academic & Student Affairs
- Vice President for Finance and Administration
- Vice President for Institutional Advancement
- Director of Purchasing and Inventory
- Assistant Director of Purchasing and Inventory

After discussion, the motion was approved.

REPORT OF COUNSEL

No report.

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REPORT OF THE PRESIDENT

Dr. La Perla-Morales was pleased to report on March 22 Middlesex County College and Rider University signed a guaranteed transfer agreement.

Dr. La Perla-Morales' report for March 2018 is attached.

OLD BUSINESS

None.

NEW BUSINESS

Chairman Power noted a retreat for the Middlesex County College Board of Trustees will take place on May 10, 2018 from 9:00 a.m. – 5:00 p.m. at the Educational Services Commission of New Jersey located at 1660 Stelton Road, Piscataway, NJ.

AUDIENCE

No comments.

EXECUTIVE SESSION

The Board voted to go into Executive Session to discuss contract negotiations and a potential litigation issue. The Executive Session began at 9:43 a.m. and concluded at 10:37 a.m. The Board returned into open session and advised that no action will be taken on the matter discussed in Executive Session. The meeting was then adjourned.

The next scheduled regular meeting of the Board will take place at 7:00 p.m. on Wednesday, April 18, 2018, in the Chambers Hall Boardroom located on the campus of Middlesex County College. The meeting adjourned at 10:38 a.m.

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ROBERT P. SICA  
SECRETARY